KONICA MINOLTA

The essentials of imaging

bizhub 751/601

User's Guide [Enlarge Display Operations]

Introduction

Thank you for choosing this machine.

The bizhub 751/601 User's Guide [Enlarge Display Operations] contains details on the operation of the various functions available in the Enlarge Display mode of the bizhub 751/601 and on the various operating precautions. In order to ensure that this machine is used correctly and efficiently, carefully read the Enlarge Display Mode Operations volume of the User's Guide before using the machine.

For descriptions on trademarks and copyrights, refer to [Trademarks/ Copyrights].

Views of the actual equipment may be slightly different from the illustrations used in this Enlarge Display Mode Operations volume of the User's Guide.

Explanation of manual conventions

⚠ **CAUTION**

CAUTION

➔ Failure to observe instructions highlighted in this manner may result in serious injuries or property damage.
Observe all cautions in order to ensure safe use of this machine.

✎...

Reminder

Text highlighted in this manner indicates operation precautions. Carefully read and observe this type of information.

🔍

Detail

Text highlighted in this manner provides more detailed information concerning operating procedures and other descriptions.

✎...

Note

Text highlighted in this manner indicates sections containing additional information. If necessary, refer to the indicated sections.

[ ]

Names highlighted as shown above indicate keys on the control panel and buttons in the touch panel.

Contents

1 Before use

1.1 Names of control panel parts and their functions 1-2
1.2 Adjusting the angle of the control panel 1-4
1.2.1 To adjust the angle of the control panel 1-4
1.3 Screens in Enlarge Display mode 1-6
1.3.1 Displaying screens in Enlarge Display mode 1-6
1.4 Touch panel 1-8
1.4.1 Touch panel operation 1-8
1.4.2 Icons that appear in the screen 1-8
1.4.3 Paper type icons 1-9
1.4.4 Paper supply icons 1-10
1.5 Feeding the original 1-11
1.5.1 Loading the original into the ADF 1-11
1.5.2 Placing the original on the original glass 1-12
1.6 Specifying original settings 1-13
1.6.1 Copying originals of mixed sizes ("Mixed Original" setting) 1-13
1.6.2 Loading folded originals ("Z-Folded Original" setting) 1-15
1.6.3 Selecting the original orientation (Original Direction settings) ...1-17
1.6.4 Selecting the position of the binding margin (Original Binding Position/Binding Position settings) 1-19

2 Using copy functions

2.1 General copy operation 2-2
2.2 Selecting the Paper settings 2-4
2.2.1 Automatically selecting the paper size ("Auto" Paper setting) 2-4
2.2.2 Manually selecting the desired paper size 2-6
2.3 Specifying a Zoom setting 2-7
2.3.1 Selecting a zoom ratio 2-8
2.4 Selecting original and copy settings 2-9
2.4.1 Selecting single-sided or double-sided copies 2-10

2.5 Selecting a combined copy setting 2-12

2.6 Selecting Finishing settings 2-14

2.6.1 Selecting the finishing method 2-15

2.6.2 Selecting Staple/Punch settings 2-16

2.6.3 Selecting a folding or binding setting 2-18

2.7 Selecting not to rotate the image 2-20

2.8 Selecting the quality of the original 2-21

2.9 Selecting the density settings 2-23

2.9.1 Adjusting the print density (Density settings) 2-23

2.9.2 Adjusting the background density (Background Removal settings) 2-24

2.10 Selecting the Paper settings 2-26

2.10.1 Selecting a Paper Type setting for the bypass tray 2-26

2.10.2 Selecting a Paper Size setting for the bypass tray 2-29

2.11 Scanning the next original to be copied while a copy job is being printed (next job reservation) 2-32

2.12 Pausing scanning/printing 2-33

2.13 Printing a proof to check the settings (Proof Copy) 2-34

3 Using fax/scan functions

3.1 General fax/scan operation 3-2

3.2 Specifying a destination 3-4

3.2.1 Selecting a destination from the address book 3-5

3.2.2 Selecting a destination from the job log 3-7

3.2.3 Selecting a destination with an LDAP search 3-8

3.2.4 Directly typing in the number 3-10

3.3 Specifying scanning settings (Scan Settings) 3-13

3.3.1 Simplex/Duplex 3-13

3.3.2 Original Type 3-15

3.3.3 Resolution 3-17

3.3.4 Density 3-18

3.3.5 File Type 3-20

3.3.6 Background Removal 3-21

3.3.7 Scan Size 3-23

3.3.8 Original Settings 3-24

3.4 Using a program 3-27

3.5 Checking the destinations 3-29

4 Logging on and logging off

4.1 When a logon screen appears 4-2

4.1.1 When the screen to enter the user name appears 4-2

4.1.2 When the screen to enter the account name and password appears 4-5

1 Before use

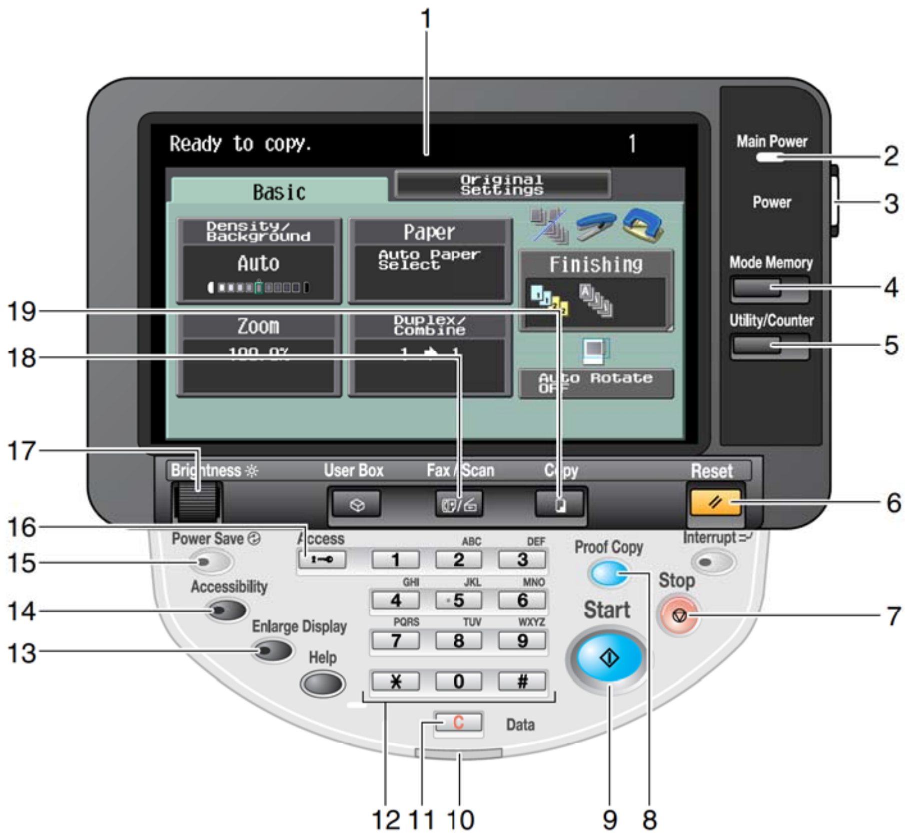
1 Before use

1.1 Names of control panel parts and their functions

✎...

Note

For details, refer to the User's Guide [Copy Operations], the User's Guide [Network Scan/Fax/Network Fax Operations].


1
Ready to copy.
1
Basic
Original Settings
Density/ Background
Auto
Paper
Auto Paper Select
Finishing
Zoom
100.0%
Duplex/ Combine
1 ➔ 1
Auto Rotate OFF
Main Power
Power
Mode Memory
Utility/Counter
2
3
4
5
19
18
17
Brightness ☼
User Box
Fax / Scan
Copy
Reset
6
16
15
14
13
Power Save
Access
Accessibility
Enlarge Display
Help
ABC
DEF
GHI
JKL
MNO
PQRS
TUV
WXYZ
1
2
3
4
5
6
7
8
9
*
0
#
C
Data
Proof Copy
Interrupt
Stop
Start
7
12
11
10
9
8

No.	Part name	Description
1	Touch panel	Displays various screens and messages. Specify the various settings by directly touching the panel.
2	Main Power indicator	Lights up in green when the machine is turned on with the main power switch.
3	[Power] (auxiliary power) key	Press to turn on/off machine operations. When turned off, the machine enters a state where it conserves energy.
4	[Mode Memory] key	Programmed fax/scan settings can be recalled to be used again. (See p. 3-27)

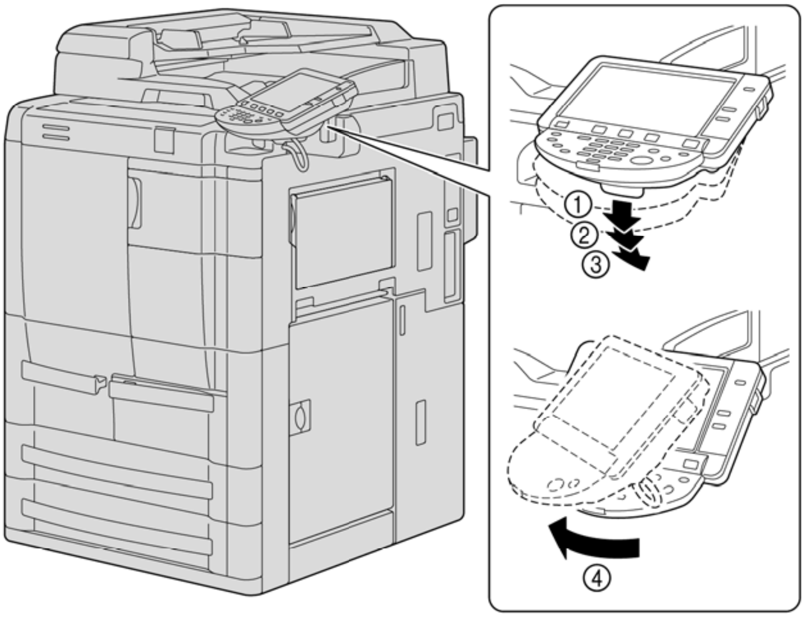
No.	Part name	Description
5	[Utility/Counter] key	Press to display the Meter Count screen and the Utility screen.
6	[Reset] key	Press to clear all settings (except programmed settings) entered in the control panel and touch panel.
7	[Stop] key	Pressing the [Stop] key during an operation temporarily stops the operation.
8	[Proof Copy] key	Press to print a single proof copy to be checked before printing a large number of copies. (See p. 2-34)
9	[Start] key	Press to start the operation. When this machine is ready to begin the operation, the indicator on the [Start] key lights up in blue. If the indicator on the [Start] key lights up in orange, the operation cannot begin. Press to restart a stopped job.
10	Data indicator	Flashes in blue while a print job or fax is being received. Lights up in blue while a print job or fax is queued to be printed or is being printed.
11	[C] (clear) key	Press to clear a value (such as the number of copies, a zoom ratio, or a size) entered using the keypad.
12	Keypad	Use to type in the number of copies to be produced. Use to type in the zoom ratio. Use to type in the various settings.
13	[Enlarge Display] key	Press to enter or exit Enlarge Display mode.
14	[Accessibility] key	Press to display the screen for specifying settings for user accessibility functions.
15	[Power Save] key	Press to enter Low Power mode. While the machine is in Low Power mode, the indicator on the [Power Save] key lights up in green and the touch panel goes off. To cancel Low Power mode, press the [Power Save] key again.
16	[Access] key	If user authentication or account track settings have been applied, press this key after entering the user name and password (for user authentication) or the account name and password (for account track) in order to use this machine.
17	Brightness dial	Use to adjust the brightness of the touch panel.
18	[Fax/Scan] key	Press to enter Fax/Scan mode. While the machine is in Fax/Scan mode, the indicator on the [Fax/Scan] key lights up in green.
19	[Copy] key	Press to enter Copy mode. (As a default, the standard-sized Copy mode screen is displayed.) While the machine is in Copy mode, the indicator on the [Copy] key lights up in green.

1.2 Adjusting the angle of the control panel

The control panel can be adjusted to either of three angles.

In addition, the control panel can be tilted to the left.

Adjust the control panel to the angle that allows for easy operation.



① Upper position (base position)

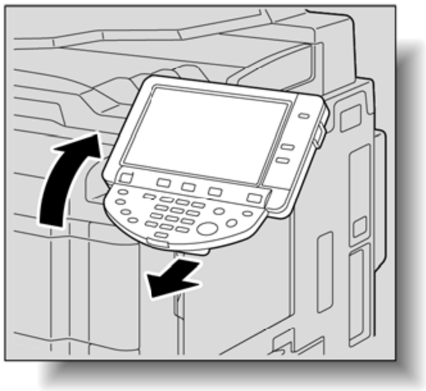
② Middle position

③ Lower position

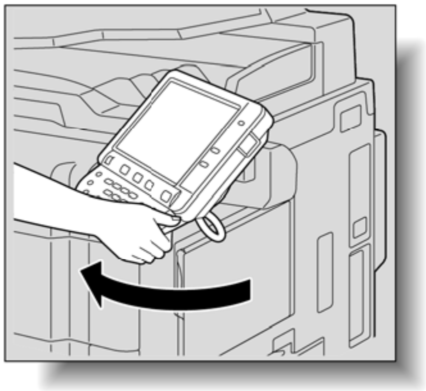
④ Left tilt position

1.2.1 To adjust the angle of the control panel

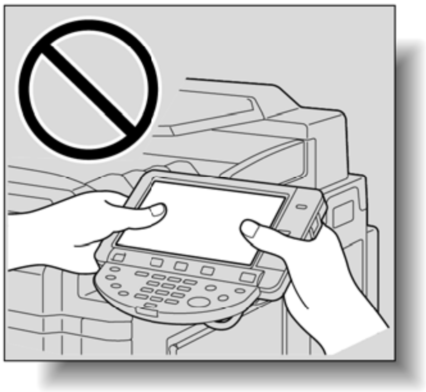
1 Pull the control panel release lever toward you to raise or lower the control panel.



2 To tilt the control panel to the left, hold the bottom of the control panel, and then tilt the panel to the left.



- Do not grab the touch panel when turning the control panel to the left or right.

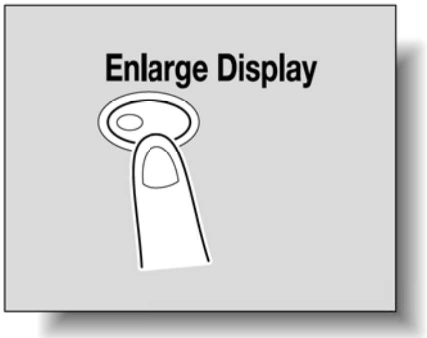


1.3 Screens in Enlarge Display mode

1.3.1 Displaying screens in Enlarge Display mode

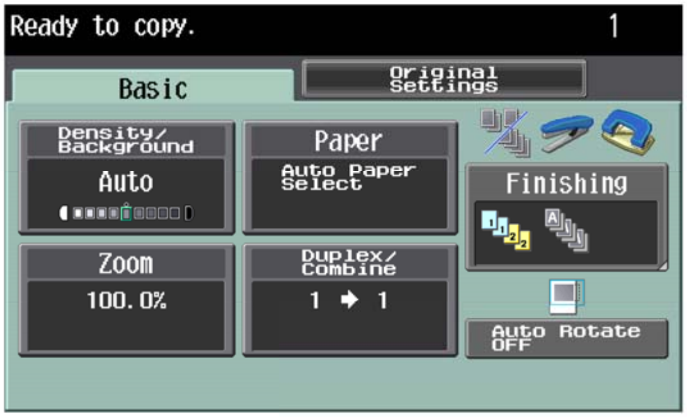
1 Press the [Copy] or [Fax/Scan] key in the control panel to display the desired screen.

2 Press the [Enlarge Display] key in the control panel.


Enlarge Display

- Depending on the settings specified in Accessibility mode, a message appears, requesting confirmation to cancel the settings that cannot be specified in Enlarge Display mode. For details on specifying settings in the Accessibility screen, refer to the User's Guide [Copy Operations].

The screen is displayed in Enlarge Display mode. While screens are displayed in Enlarge Display mode, pressing the [Copy] or [Fax/Scan] key displays the normal screen.


Ready to copy. 1

Basic
Original Settings
Density/ Background
Auto
Paper
Auto Paper Select
Finishing
Zoom
100.0%
Duplex/ Combine
1 ➔ 1
Auto Rotate OFF

3 To return to the standard-sized screens from the screens in Enlarge Display mode, press the [Enlarge Display] key in the control panel.

Detail

The default settings for Enlarge Display mode can be changed.

To change the default settings, specify desired settings in Enlarge Display mode, and then press the [Accessibility] key. On the Accessibility Setting screen 2/2, touch [Default Enlarge Display Settings], press the [Copy] key or the [Fax/Scan] key, and then specify "Current Setting".

The default settings can be also changed in Utility mode. For details, refer to the User's Guide [Copy Operations].

1.4 Touch panel

1.4.1 Touch panel operation

To activate a function or to select a setting, lightly touch the button in the touch panel for the desired function or setting.

✎...

Reminder

Do not apply extreme pressure to the touch panel, otherwise it may be scratched or damaged. Never push down on the touch panel with force, and never use a hard or pointed object to make a selection in the touch panel.

1.4.2 Icons that appear in the screen

Icon	Description
⚠	This button appears when there is a message indicating that a print error occurred. Touch this button to display the message, and then perform the necessary steps.
🔍AA	Touch this button to display the message at an enlarged size.
!	This button appears when there is a message indicating that consumables must be replaced or the machine requires maintenance. Touch this button to display the message, and then perform the replacement or maintenance procedure.

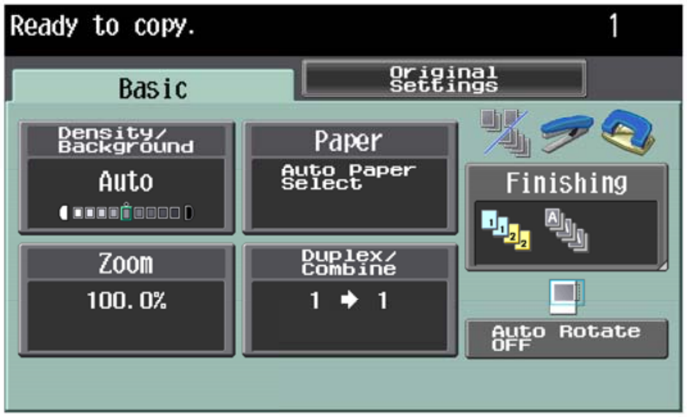
1.4.3 Paper type icons

✎...

Note

For details, refer to the User's Guide [Copy Operations].

If paper other than plain paper is specified for the selected paper tray when using a copy function, the icon indicating the paper type appears under "Paper" in the Basic screen.



Ready to copy. 1

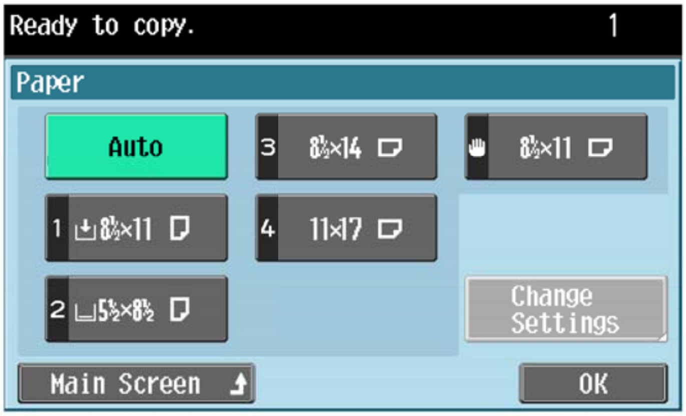
Basic
Original Settings
Density/ Background
Auto
Paper
Auto Paper Select
Finishing
Zoom
100.0%
Duplex/ Combine
1 ➔ 1
Auto Rotate OFF

Paper type icons that appear

Transparency ▨	Special Paper ▩	Thick Paper ▮
Letterhead ▤	Colored Paper ▦	Trace ▦
User Paper1 ▧	User Paper2 ▩	User Paper3 ▩
Thin Paper ▯	Tab paper ▯	Fine ▨
Recycled ▩	Labels ▦	

1.4.4 Paper supply icons

The amount of paper remaining is indicated in the Copy mode screen where the paper size is selected. For details about the screen for selecting the paper size, refer to "Selecting the Paper settings" on page 2-4.



Ready to copy. 1

Paper
Auto
3 8½×14
8½×11
1 8½×11
4 11×17
2 5½×8½
Change Settings
Main Screen
OK

Paper supply icons that appear

Icon	Description
⎵	This icon indicates that very little paper remains in the paper tray.
⭳	This icon indicates that paper is not loaded in the paper tray.

1.5 Feeding the original

✎...

Note

For details, refer to the User's Guide [Copy Operations] and the User's Guide [Network Scan/Fax/Network Fax Operations].

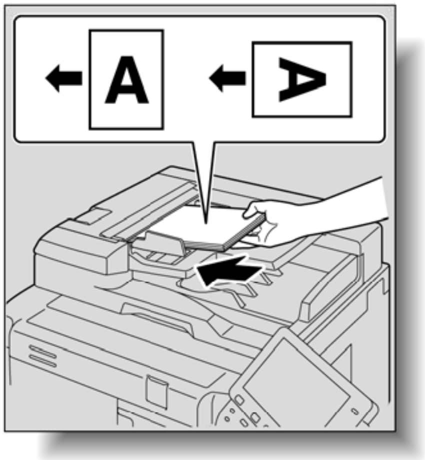
The original can be fed in either of the following ways. Be sure to position the original correctly according to the type of original being scanned.

- Using the ADF
- Using the original glass

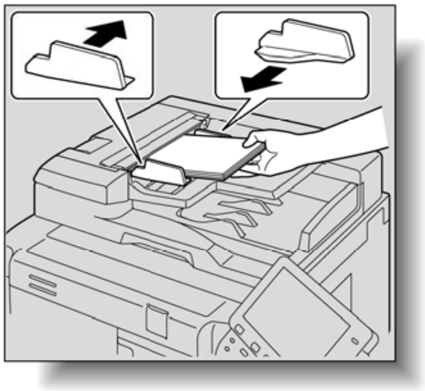
1.5.1 Loading the original into the ADF

1 Place the original in the original feed tray in the order to be scanned with the side to be scanned faces up.

– Load the original pages so that the top of the original is toward the back or the right side of the machine.



2 Slide the guides against the edges of the original.



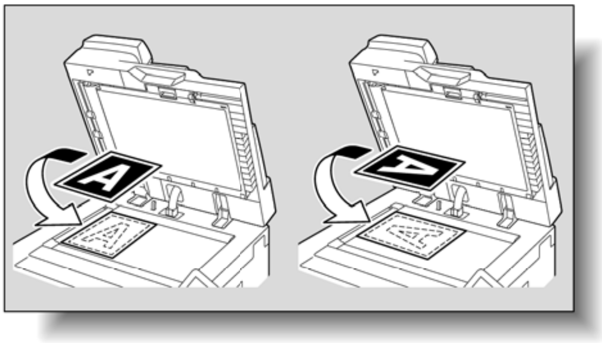
1.5.2 Placing the original on the original glass

1 Lift open the ADF.

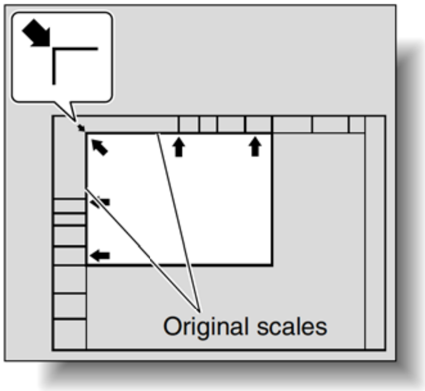
- When placing the original on the original glass, be sure to lift open the ADF at least 20°. If the original is placed on the original glass without the ADF being lifted at least 20°, the correct original size will not be detected.

2 Place the original on the original glass with the side to be scanned faces down.

- Load the original pages so that the top of the original is toward the back or the left side of the machine.



3 Align the original with the ⬊ mark in the back-left corner of the original scales.



4 Close the ADF.

1.6 Specifying original settings

✎...

Note

For details, refer to the User's Guide [Copy Operations].

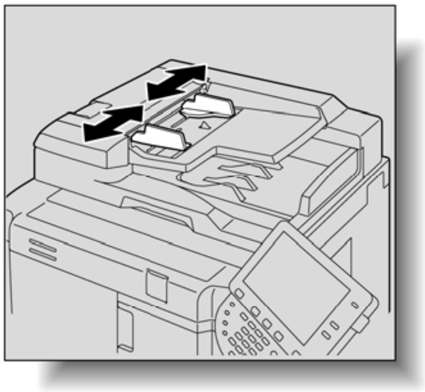
The following describes necessary settings depending on the status and placement of the originals to copy them as desired.

For details on selecting the original type when using fax/scanning functions, refer to "Original Settings" on page 3-24.

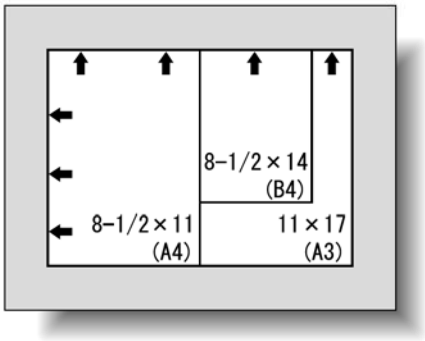
1.6.1 Copying originals of mixed sizes ("Mixed Original" setting)

Originals of different sizes can be loaded together into the ADF to be fed and scanned one by one automatically.

1 Slide the lateral guides of the ADF to fit the size of the largest page.

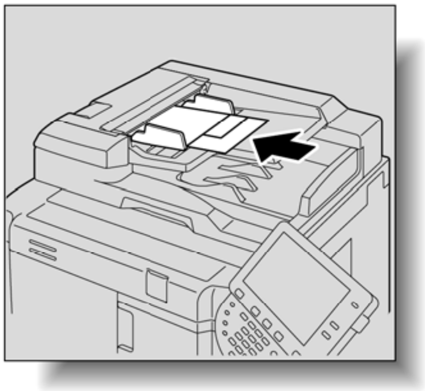


2 Align the originals as the references so that the side to be scanned faces up.

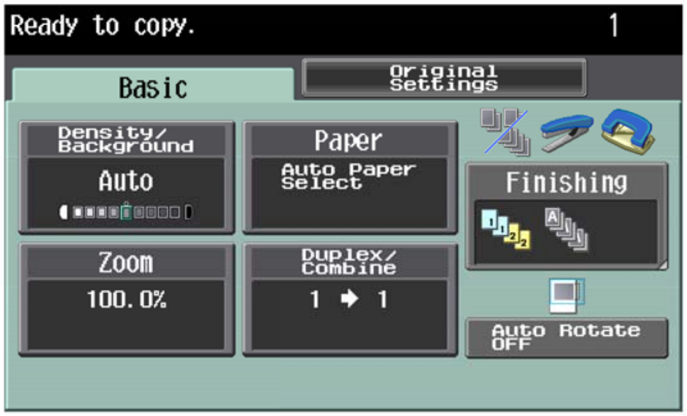


3 Place the original in the original feed tray in the order to be scanned with the side to be scanned faces up.

- Slide the guides against the edges of the original.
- Load the original pages into the ADF so that the top of the pages is toward the left side of the machine.

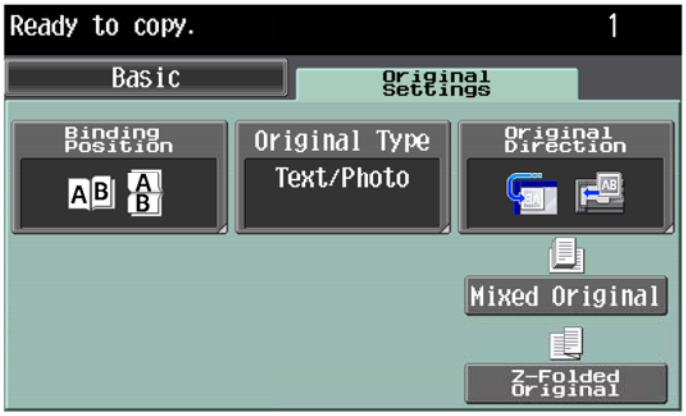


4 In the main screen, touch the Original Settings tab.


Ready to copy.
1
Basic
Original Settings
Density/ Background
Auto
Paper
Auto Paper Select
Finishing
Zoom
100.0%
Duplex/ Combine
1 ➔ 1
Auto Rotate OFF

The Original Settings screen appears.

5 Touch [Mixed Original].


Ready to copy.
1
Basic
Original Settings
Binding Position
Original Type
Text/Photo
Original Direction
Mixed Original
Z-Folded Original

- To cancel the "Mixed Original" setting, touch [Mixed Original] again to deselect it.

1.6.2 Loading folded originals ("Z-Folded Original" setting)

If folded originals are loaded into the ADF to be copied, the original size is correctly detected.

✎...

Note

Load the original into the ADF.

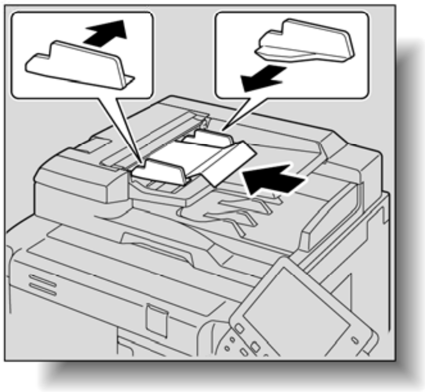
The length of the first page of the original is detected, and all pages of the original are scanned at that size.

✎...

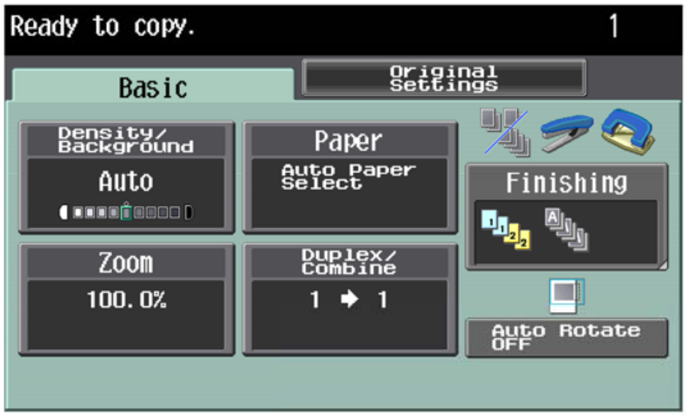
Reminder

Unfold folded originals before loading them into the ADF. If the original is copied without being unfolded, a paper misfeed may occur.

1 Position the original to be copied.

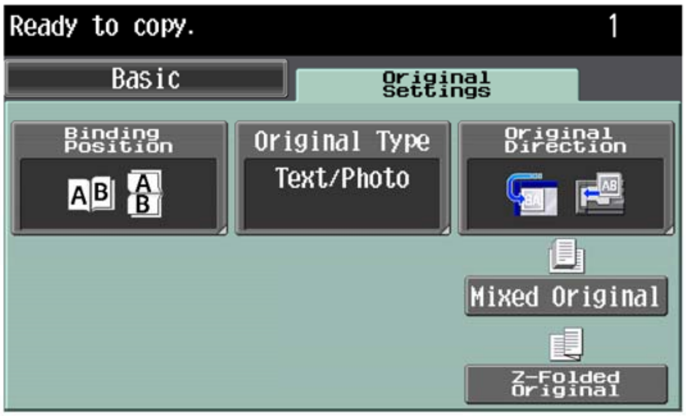


2 In the main screen, touch the Original Settings tab.


Ready to copy.
1
Basic
Original Settings
Density/Background
Auto
Paper
Auto Paper Select
Finishing
Zoom
100.0%
Duplex/Combine
1 ➔ 1
Auto Rotate OFF

The Original Settings screen appears.

3 Touch [Z-Folded Original].


Ready to copy.
1
Basic
Original Settings
Binding Position
Original Type
Text/Photo
Original Direction
Mixed Original
Z-Folded Original

- To cancel the "Z-Folded Original" setting, touch [Z-Folded Original] again to deselect it.

1.6.3 Selecting the original orientation (Original Direction settings)

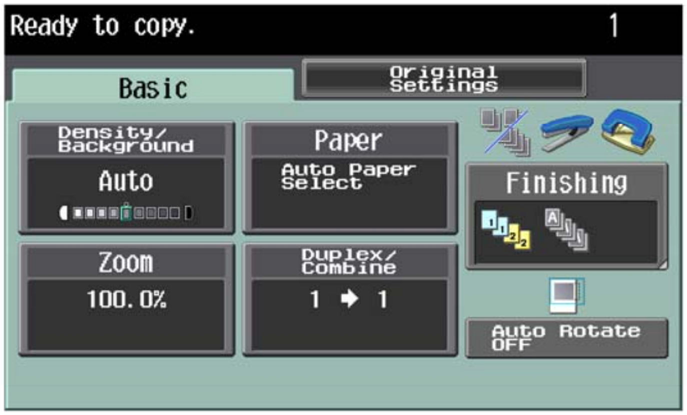
When copying double-sided originals or making double-sided copies or combined copies, specify the original orientation, otherwise the copies may not be printed in the correct page order or correct front and back page arrangement.

Setting	Description
AB	Select this setting for an original loaded with the top toward the back of this machine.
AB	Select this setting for an original loaded with the top toward the front of this machine.
AB	Select this setting for an original loaded into the ADF with the top of the original toward the left side of this machine. Select this setting for an original placed on the original glass with the top of the original toward the right side of this machine.
AB	Select this setting for an original loaded into the ADF with the top of the original toward the right side of this machine. Select this setting for an original placed on the original glass with the top of the original toward the left side of this machine.

1 Position the original to be copied.

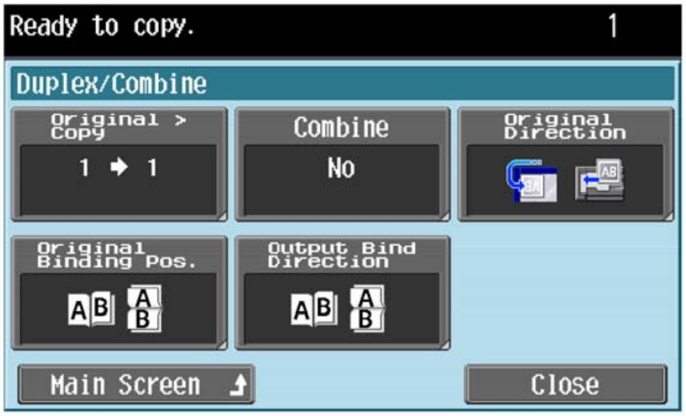
- For details on positioning the original, refer to "Feeding the original" on page 1-11.

2 In the Basic screen, touch [Duplex/Combine]. Otherwise, touch the Original Settings tab.


Ready to copy. 1

3 Touch [Original Direction].

From the Duplex/Combine screen



Ready to copy. 1

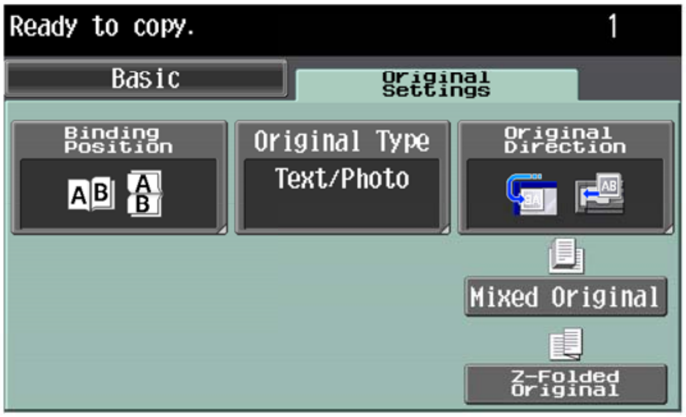
Duplex/Combine

Original > Copy: 1 → 1

Combine: No

Original Direction
Original Binding Pos.
Output Bind Direction
Main Screen
Close

From the Original Settings screen



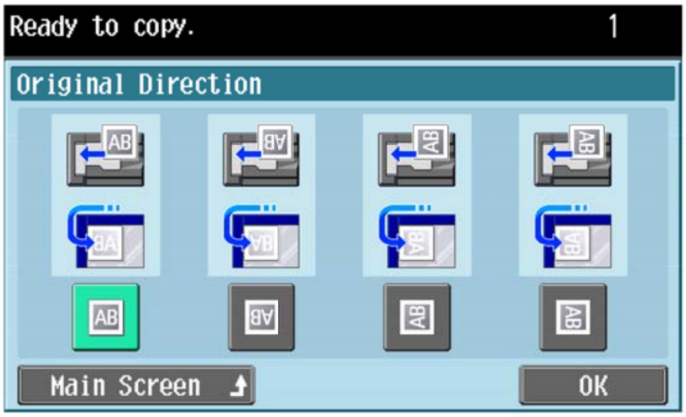
Ready to copy. 1

Original Type: Text/Photo

Basic
Original Settings
Binding Position
Original Direction
Mixed Original
Z-Folded Original

The Original Direction screen appears.

4 Touch the button for the orientation of the loaded original, and then touch [OK].



Ready to copy. 1

Original Direction
Main Screen
OK

- To return to the main screen, touch [Main Screen].

1.6.4 Selecting the position of the binding margin (Original Binding Position/Binding Position settings)

If a double-sided original is loaded into the ADF, specify the position of the top of the back side of the original by specifying the binding margin position for the original.

Setting	Description
Left Bind Left	Select this setting if the original is loaded with the binding margin at the left.
Top	Select this setting if the original that is loaded has a binding margin at the top.
Right Bind Right	Select this setting if the original is loaded with the binding margin at the right.
Auto	With this setting, the binding margin is set at the top or at the left. Select this setting to automatically select the position of the binding margin. If the original length is 11-11/16 inch (297 mm) or less, a binding position along the long side of the original is selected. If the original length is more than 11-11/16 inch (297 mm), a binding position along the short side of the original is selected.

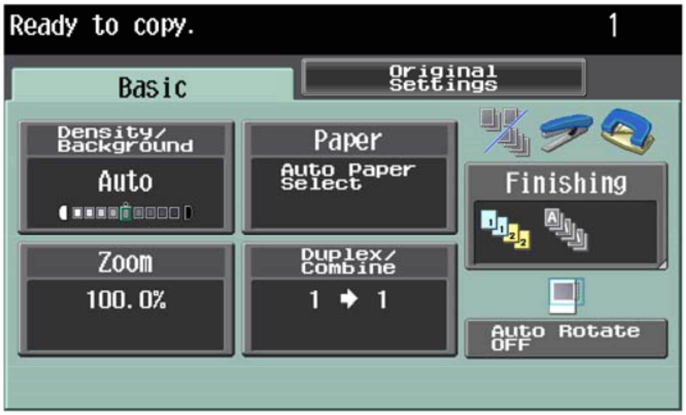
---

1 Position the original to be copied.

- For details on positioning the original, refer to "Feeding the original" on page 1-11.

---

2 In the Basic screen, touch [Duplex/Combine]. Otherwise touch the Original Settings tab.



Ready to copy. 1

Density/Background: Auto

Paper: Auto Paper Select

Zoom: 100.0%

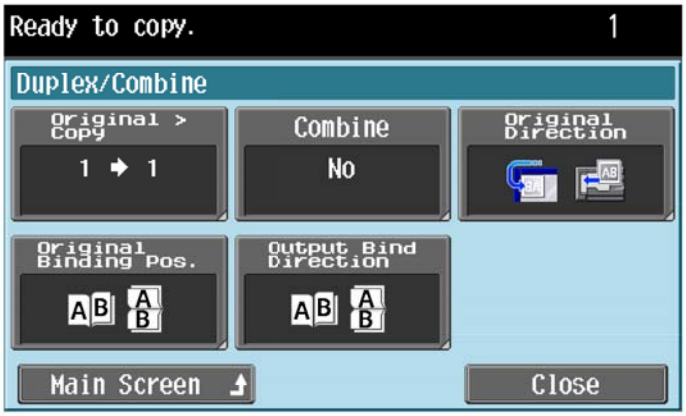
Duplex/Combine: 1 ➔ 1

Auto Rotate OFF

---

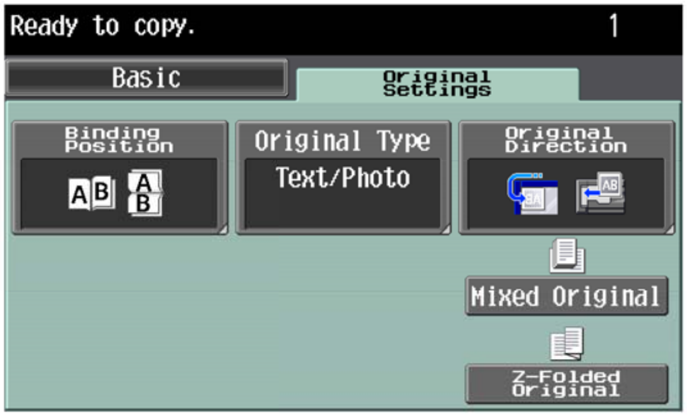
3 In the Duplex/Combine screen, touch [Original Binding Pos.]. Otherwise, touch [Binding Position] in the Original Settings screen.

From the Duplex/Combine screen


Ready to copy.

1
Duplex/Combine
Original > Copy
1 → 1
Combine
No
Original Direction
Original Binding Pos.
Output Bind Direction
Main Screen
Close

From the Original Settings screen

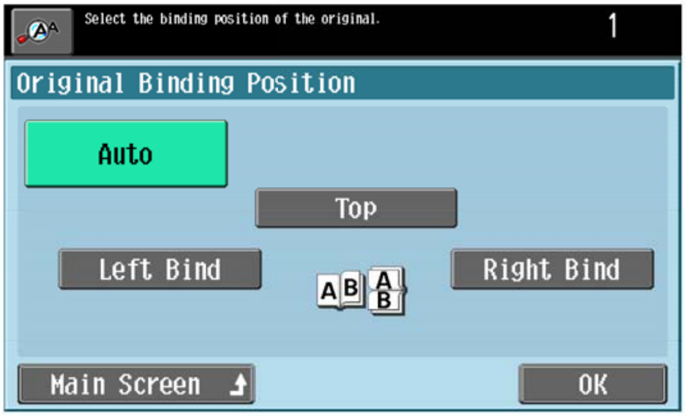

Ready to copy.

1
Basic
Original Settings
Binding Position
Original Type
Text/Photo
Original Direction
Mixed Original
Z-Folded Original

---

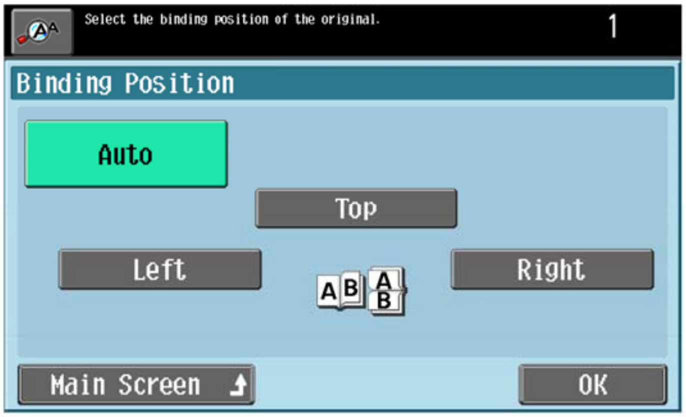
4 Touch the button for the desired binding margin position, and then touch [OK].

From the Original Binding Position screen


Select the binding position of the original.

1
Original Binding Position
Auto
Top
Left Bind
Right Bind
Main Screen
OK

From the Binding Position screen



Select the binding position of the original.

1
Binding Position
Auto
Top
Left
Right
A B
A B
Main Screen
OK

– To return to the main screen, touch [Main Screen].

2

Using copy functions

2 Using copy functions

2.1 General copy operation

Note

For details on the copy operation, refer to the User's Guide [Copy Operations].

This section contains information on the general operation for making copies.

---

1 Press the [Copy] key in the control panel, and then press the [Enlarge Display] key.

The Copy mode screen appears in Enlarge Display mode.

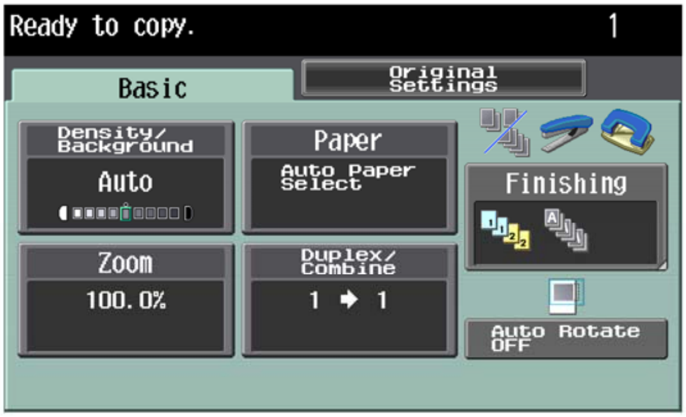
---

2 Position the original to be copied.

- For details on positioning the original, refer to "Feeding the original" on page 1-11.

---

3 Specify the desired copy settings.



Ready to copy. 1

Density/Background: Auto

Paper: Auto Paper Select

Zoom: 100.0%

Duplex/Combine: 1 → 1

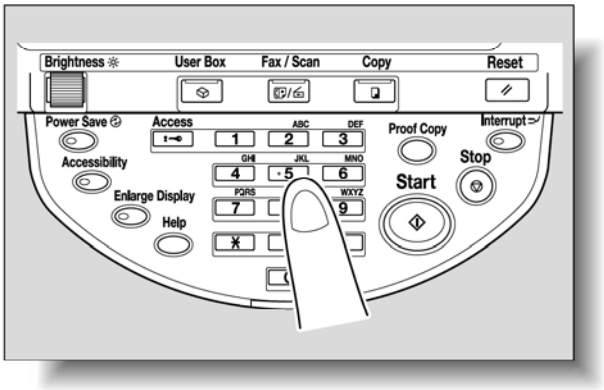
Auto Rotate OFF

- For details on specifying original settings, refer to page 1-13.
- For details on selecting the Paper settings, refer to page 2-4.
- For details on selecting the Zoom setting, refer to page 2-7.
- For details on selecting the original and copy settings, refer to page 2-9.
- For details on selecting a Combine setting, refer to page 2-12.
- For details on selecting Finishing settings, refer to page 2-14.
- For details on specifying settings to not rotate the image, refer to page 2-20.
- For details on selecting the original image quality, refer to page 2-21.

- For details on selecting a copy density setting, refer to page 2-23.
- To cancel the setting and select the default, press the [Reset] key.

---

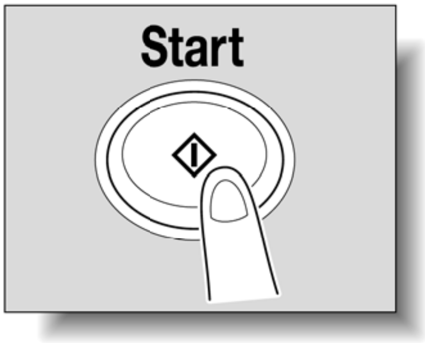
4 Using the keypad, type in the desired number of copies.


Brightness
User Box
Fax / Scan
Copy
Reset
Power Save
Access
ABC
DEF
1
2
3
Proof Copy
Interrupt
Accessibility
GHI
JKL
MNO
4
5
6
Stop
Start
Enlarge Display
PQRS
WXYZ
7
9
Help

- If the number of copies was incorrectly entered, press the [C] (clear) key in the keypad, and then specify the correct number of copies.

---

5 Press the [Start] key.



2.2 Selecting the Paper settings

The paper size can be selected automatically according to the original size or it can be specified manually. Specify the paper size according to the corresponding procedure, depending on the desired copy settings.

2.2.1 Automatically selecting the paper size ("Auto" Paper setting)

The size of the loaded original is detected, and copies are produced using paper of the same size.

If the "Full Size" Zoom setting was specified, paper of the same size as the original is selected.

If the zoom ratio was increased or decreased, a paper size that corresponds to the specified zoom ratio is automatically selected.

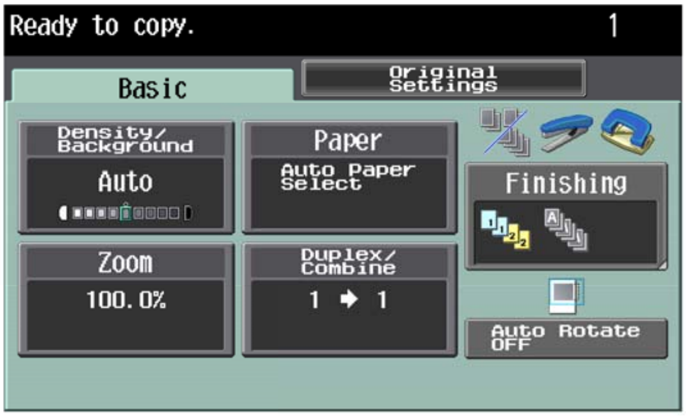
…

Note

The "Auto Zoom" setting and the "Auto" Paper setting cannot both be selected at the same time. If the "Auto Paper Select" was selected at the "Auto Zoom" setting, the Zoom screen appears. Touch the button for the desired zoom ratio.

---

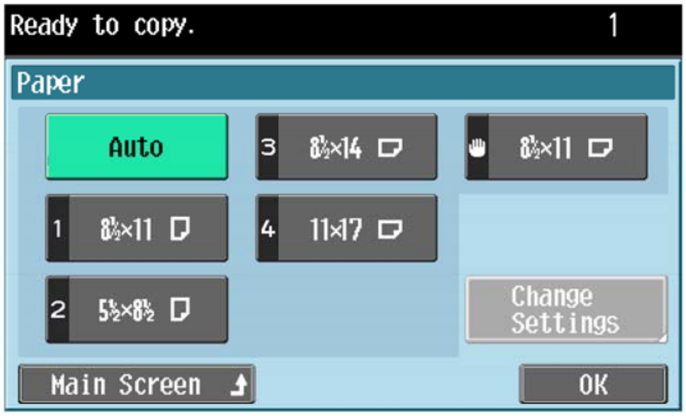
1 In the Basic screen, touch [Paper].


Ready to copy.
1
Basic
Original Settings
Density/ Background
Auto
Paper
Auto Paper Select
Finishing
Zoom
100.0%
Duplex/ Combine
1 ➔ 1
Auto Rotate OFF

The Paper screen appears.

---

2 Touch [Auto].



Ready to copy. 1

Paper
Auto
3 8½×14
8½×11
1 8½×11
4 11×17
2 5½×8½
Change Settings
Main Screen
OK

– To return to the main screen, touch [Main Screen].

---

3 Touch [OK].

The Basic screen appears again.

2.2.2 Manually selecting the desired paper size

The paper tray loaded with paper of the desired size can be selected manually. By also selecting the Auto Zoom setting, the most appropriate zoom ratio is selected based on the size of the loaded original and the specified paper size.

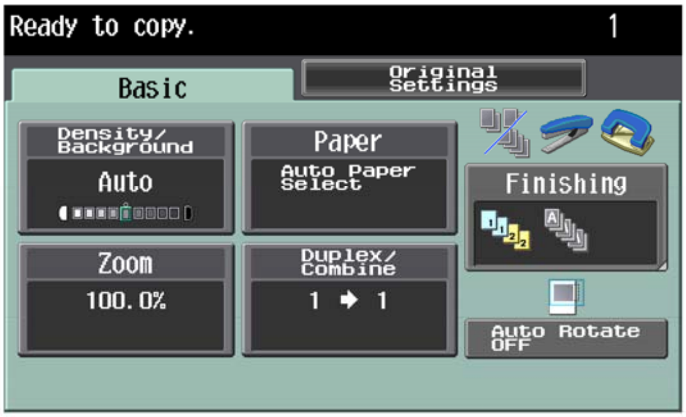
✎...

Note

Load the papers of the appropriate size into the paper tray in advance. For details on loading paper, refer to the User's Guide [Copy Operations].

---

1 In the Basic screen, touch [Paper].



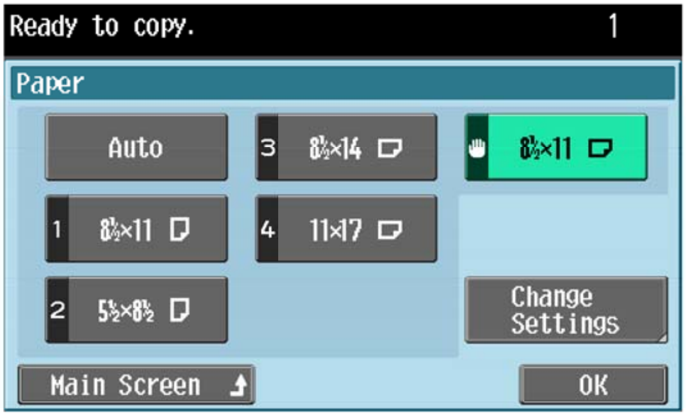
Ready to copy.

1
Basic
Original Settings
Density/ Background
Auto
Paper
Auto Paper Select
Finishing
Zoom
100.0%
Duplex/ Combine
1 ➜ 1
Auto Rotate OFF

The Paper screen appears.

---

2 Select the paper tray loaded with paper of the desired size.



Ready to copy.

1
Paper
Auto
3 8½×14
8½×11
1 8½×11
4 11×17
2 5½×8½
Change Settings
Main Screen
OK

– To return to the main screen, touch [Main Screen].

---

3 Touch [OK].

The Basic screen appears again.

2.3 Specifying a Zoom setting

The zoom ratio can be set in order to make a copy on paper with a size different than the original or to enlarge or reduce the size of the copy image.

The zoom ratio can be specified in any of the following ways.

Setting	Description
Auto Zoom[*1]	The most appropriate zoom ratio is automatically selected based on the size of the loaded original and the specified paper size.
Full Size	A copy that is the same size as the original (100.0%) is produced.
Enlarge	The most suitable enlargement zoom ratios for copying from common standard original sizes to standard paper sizes are preset.
Reduce[*2]	The most suitable reduction zoom ratios for copying from common standard original sizes to standard paper sizes are preset.
Zoom	By using the keypad, a zoom ratio between 25.0% and 400.0% can be typed in directly without changing the height-to-width ratio.
Set Zoom Ratio[*2][*3]	Programmed zoom ratios can be recalled to be used again for copying.

[*1] The "Auto Zoom" setting and the "Auto" Paper setting cannot both be selected at the same time.
If the "Auto Zoom" was selected at the "Auto Paper Select" setting, the Paper screen appears. Touch the button for the desired paper.

[*2] When selecting a Reduce setting or a programmed zoom ratio, "Minimal" can be selected. Touch [Minimal] to produce a copy with the original image slightly reduced (93.0%) and centered in the paper.
The zoom ratio of the "Minimal" setting can be changed (between 90.0% and 99.9%). For details, refer to the User’s Guide [Copy Operations].

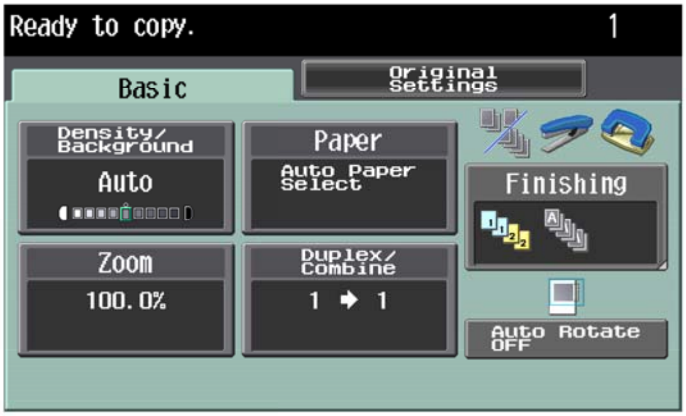
[*3] The programmed zoom ratios can be changed. For details, refer to the User’s Guide [Copy Operations].

Follow the procedure described below to specify the Zoom setting.

2.3.1 Selecting a zoom ratio

---

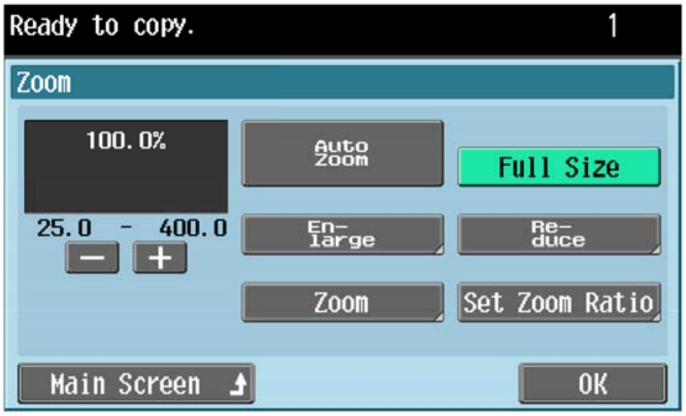
1 In the Basic screen, touch [Zoom].


Ready to copy.
1
Basic
Original Settings
Density/ Background
Auto
Paper
Auto Paper Select
Finishing
Zoom
100.0%
Duplex/ Combine
1 ➜ 1
Auto Rotate OFF

The Zoom screen appears.

---

2 Touch the button for the desired zoom ratio.


Ready to copy.
1
Zoom
100.0%
25.0 - 400.0
−
+
Auto Zoom
Full Size
En-large
Re-duce
Zoom
Set Zoom Ratio
Main Screen
OK

- To return to the main screen, touch [Main Screen].
- If "Enlarge", "Reduce" or "Set Zoom Ratio" was selected, select the desired zoom ratio, and then touch [OK].
- If "Zoom" was selected, use the keypad to type in the desired zoom ratio, and then touch [OK].
- Touch [+] to enlarge the zoom ratio, and touch [-] to reduce the zoom ratio in 0.1% increments.

---

3 Touch [OK].

The Basic screen appears again.

2.4 Selecting original and copy settings

The type of original and copy can be specified.

The following original and copy settings are available.

Setting	Description
1 > 1	Select this setting to produce single-sided copies from single-sided originals.
1 > 2[*1]	Select this setting to produce one double-sided copy from two single-sided originals.
2 > 1[*2]	Select this setting to produce two single-sided copies from one double-sided original.
2 > 2[*1][*2]	Select this setting to produce double-sided copies from double-sided originals.

[*1] If "1 > 2" or "2 > 2" is selected, specify the binding margin position for the copy and the orientation of the loaded original, otherwise the copies will not be printed as desired.
For details on specifying the original orientation, refer to "Selecting the original orientation (Original Direction settings)" on page 1-17.

[*2] If "2 > 1" or "2 > 2" is selected, select the position of the binding margin and the orientation of the loaded original, otherwise the copies will not be printed as desired.
For details on specifying the original orientation, refer to "Selecting the original orientation (Original Direction settings)" on page 1-17.
For details on specifying the binding margin position of the original, refer to "Selecting the position of the binding margin (Original Binding Position/Binding Position settings)" on page 1-19.

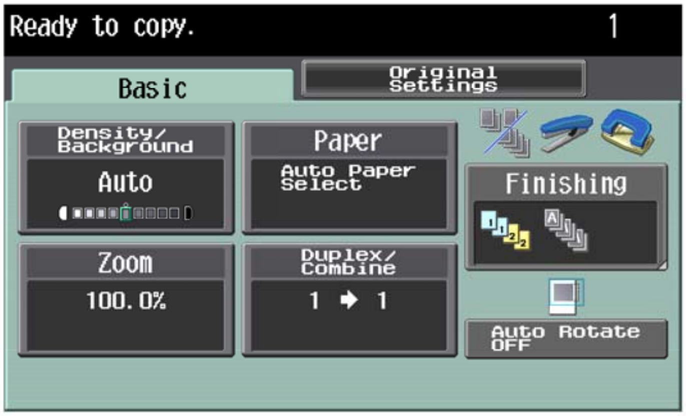
Detail

When the original is scanned from the original glass using the "1 > 2", "2 > 1" or "2 > 2" settings, the scanned pages are stored and printed together.

Follow the procedures described below to select original and copy settings.

2.4.1 Selecting single-sided or double-sided copies

1 In the Basic screen, touch [Duplex/Combine].



Ready to copy. 1

Density/Background: Auto

Paper: Auto Paper Select

Zoom: 100.0%

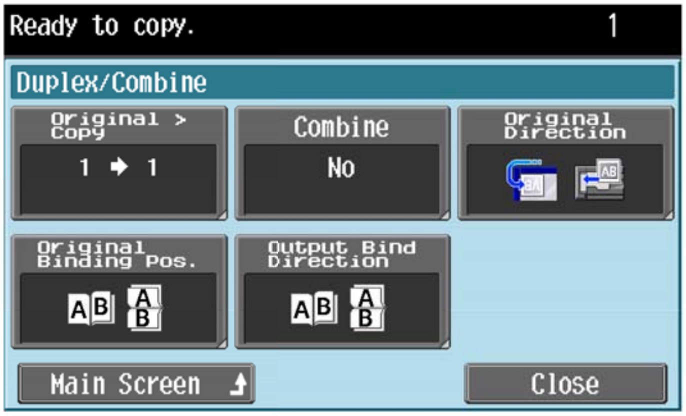
Duplex/Combine: 1 ➔ 1

Auto Rotate OFF

Basic
Original Settings
Finishing

The Duplex/Combine screen appears.

2 Touch [Original > Copy].



Ready to copy. 1

Duplex/Combine

Original > Copy: 1 ➔ 1

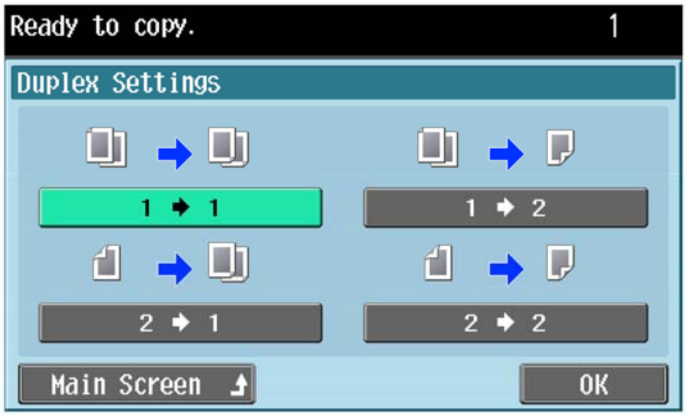
Combine: No

Original Direction
Original Binding Pos.
Output Bind Direction
AB
A B
Main Screen
Close

– To return to the main screen, touch [Main Screen].

The Duplex Settings screen appears.

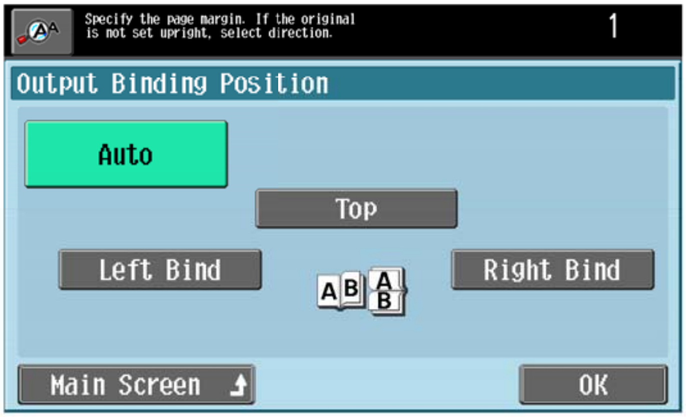
3 Touch the button for the desired settings, and then touch [OK].



Ready to copy.

1
Duplex Settings
1 ➔ 1
1 ➔ 2
2 ➔ 1
2 ➔ 2
Main Screen
OK

- If "1 > 2" or "2 > 2" is selected, touch [Output Bind Direction], select the binding position for the copy, and then touch [OK].



Specify the page margin. If the original is not set upright, select direction.

1
Output Binding Position
Auto
Top
Left Bind
Right Bind
A B A B
Main Screen
OK

- If "Auto" is selected, the binding margin is set at the top or at the left. The binding position is automatically determined according to the orientation of the loaded original. If the original length is 11-11/16 inch (297 mm) or less, a binding position along the long side of the paper is selected. If the original length is more than 11-11/16 inch (297 mm), a binding position along the short side of the paper is selected.

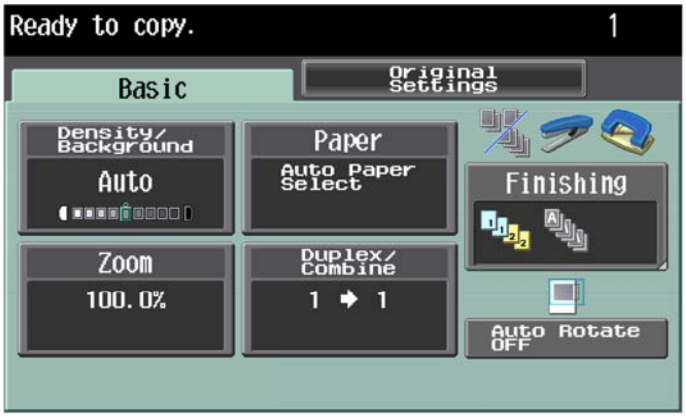
4 Touch [Close].

The Basic screen appears again.

2.5 Selecting a combined copy setting

Two original images can be combined and printed on a single page, reducing paper use.

1 In the Basic screen, touch [Duplex/Combine].



Ready to copy. 1

Density/Background: Auto

Paper: Auto Paper Select

Zoom: 100.0%

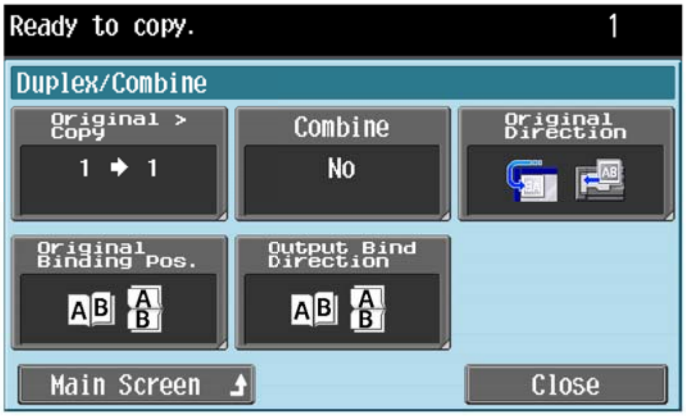
Duplex/Combine: 1 ➜ 1

Auto Rotate OFF

Basic
Original Settings
Finishing

The Duplex/Combine screen appears.

2 Touch [Combine].



Ready to copy. 1

Duplex/Combine

Original > Copy: 1 ➜ 1

Combine: No

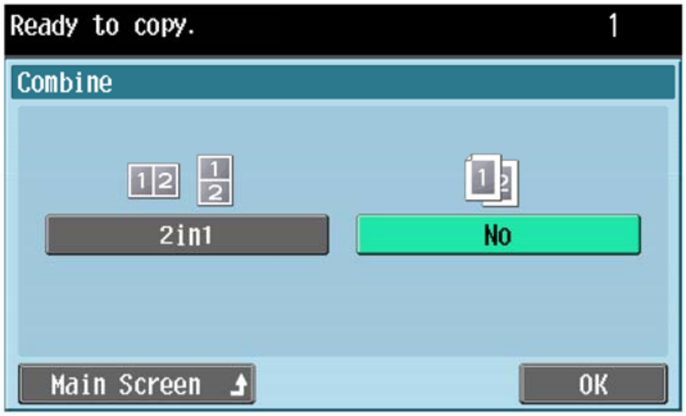
Original Direction
Original Binding Pos.
Output Bind Direction
AB
A
B
Main Screen
Close

– To return to the main screen, touch [Main Screen].

The Combine screen appears.

---

3 Touch [2in1], and then touch [OK].


Ready to copy.
1
Combine
2in1
No
Main Screen
OK

---

4 Touch [Close].

The Basic screen appears again.

2.6 Selecting Finishing settings

Various settings can be selected for sorting and finishing copies fed into the output tray.

The following Finishing settings are available.

Setting	**Description**
Collate (By Set)	Select this setting to separate each set of a multi-page original.
Group	Select this setting to separate the copies of each page in a multi-page original.
Offset[*1]	Select this setting to feed out and sort printed copies in an alternating crisscross pattern if the sorting conditions are met when no finisher is installed. Select this setting to feed out and stack the printed copies on top of each other with each set shifted to separate it when a finisher is installed.
Face Up	The copies are output with their front sides facing up.
Staple[*2]	Select one of these settings to bind the printed copies with staples. "Corner" or "2 Position" can be selected.
Punch[*3]	Select one of these settings to punch holes in the copies for filing them.
Half-Fold[*4]	Select this setting to fold copies in half before feeding them out.
Center Staple & Fold[*4]	Select this setting to staple copies at two places along the center before feeding them out.
Tri-Fold[*4]	Select this setting to fold copies in three before feeding them out.
Z-Fold[*5]	Select this setting to fold copies in half along the center, and additionally mountain-fold one of the halves before feeding them out.

[*1] If no finisher is installed and all of the following conditions are met, printed copies can be fed out and sorted in an alternating crisscross pattern.

- 8-1/2 × 11 or 5-1/2 × 8-1/2-size (A4- or B5-size) paper is used.
- Paper of the same size and type is loaded with the ▭ orientation in one paper tray and with the ▯ orientation in another tray.
- The "Auto" Paper setting is selected.
- The "Auto" Paper setting is not selected when the "Mixed Original" setting is selected.

[*2] The Staple settings are available only if the optional finisher is installed.

[*3] The Punch settings are available only if the punch kit or Z folding unit is installed with the optional finisher.

[*4] The Half-Fold, Center Staple & Fold and Tri-Folding settings are available only if the optional Finisher FS-610 is installed.

*5 The Z-Fold setting is available only if the Z folding unit is installed with the optional finisher.

✎...

Note

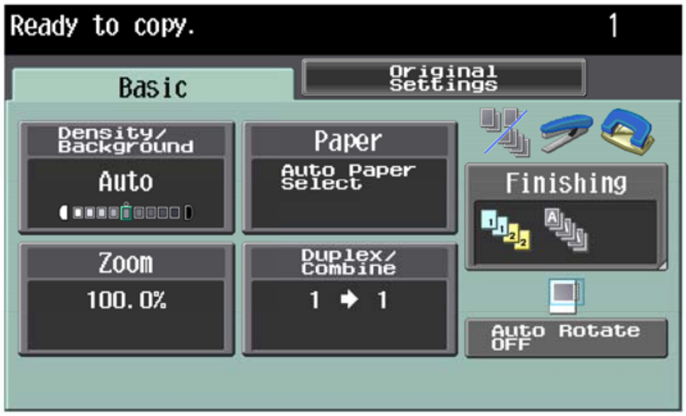
Certain finishing settings cannot be used together.

Follow the procedures described below to select Finishing settings.

2.6.1 Selecting the finishing method

---

1 In the Basic screen, touch [Finishing].



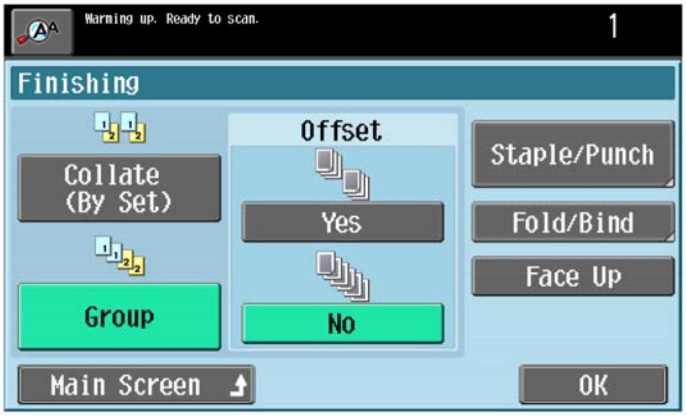
Ready to copy.

1
Basic
Original Settings
Density/Background
Auto
Paper
Auto Paper Select
Finishing
Zoom
100.0%
Duplex/Combine
1 ➔ 1
Auto Rotate OFF

The Finishing screen appears.

---

2 Select the desired Finishing settings.



Warming up. Ready to scan.

1
Finishing
Collate (By Set)
Group
Offset
Yes
No
Staple/Punch
Fold/Bind
Face Up
Main Screen
OK

– To return to the main screen, touch [Main Screen].

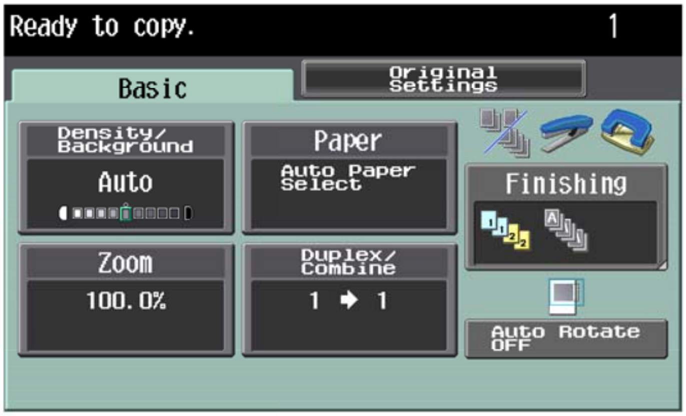
---

3 Touch [OK].

The Basic screen appears again.

2.6.2 Selecting Staple/Punch settings

1 In the Basic screen, touch [Finishing].



Ready to copy. 1

Density/Background Auto

Paper Auto Paper Select

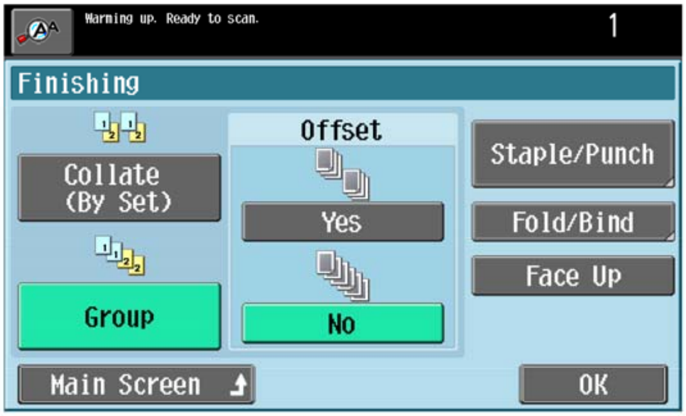
Zoom 100.0%

Duplex/Combine 1 ➔ 1

Auto Rotate OFF

Basic
Original Settings
Finishing

2 Touch [Staple/Punch].



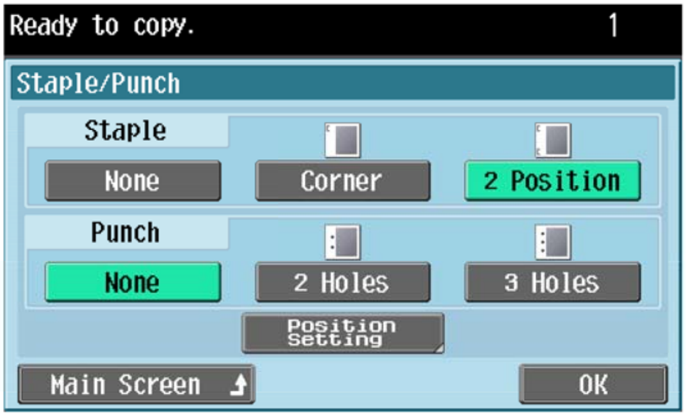
Warming up. Ready to scan. 1

Finishing
Collate (By Set)
Group
Offset
Yes
No
Staple/Punch
Fold/Bind
Face Up
Main Screen
OK

– To return to the main screen, touch [Main Screen].

The Staple/Punch screen appears.

3 Touch the button for the desired settings, and then touch [Position Setting].



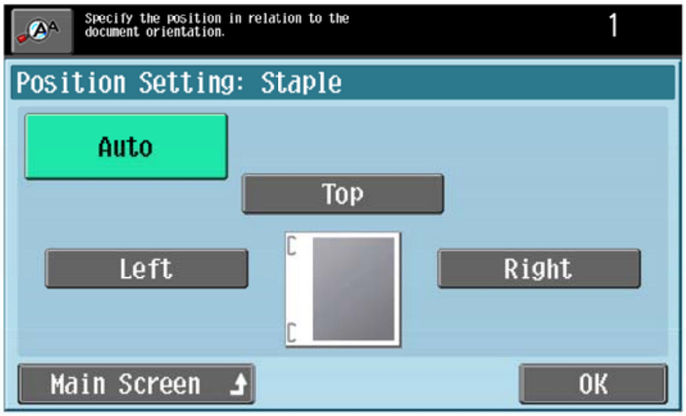
Ready to copy.

1
Staple/Punch
Staple
None
Corner
2 Position
Punch
None
2 Holes
3 Holes
Position Setting
Main Screen
OK

4 Select the desired position.

- Touch [Auto] to automatically determine the stapling or hole-punching position according to the orientation of the loaded original. The paper is stapled or holes are punched along the long side of the paper if the original length is 11-11/16 inch (297 mm) or less or along the short side of the paper if the original length is more than 11-11/16 inch (297 mm).

When the "2 Position" Staple setting is selected



Specify the position in relation to the document orientation.

1
Position Setting: Staple
Auto
Top
Left
Right
Main Screen
OK

5 Touch [OK], and then touch [OK] in the next two screens that appear. Otherwise, touch [Main Screen].

The Basic screen appears again.

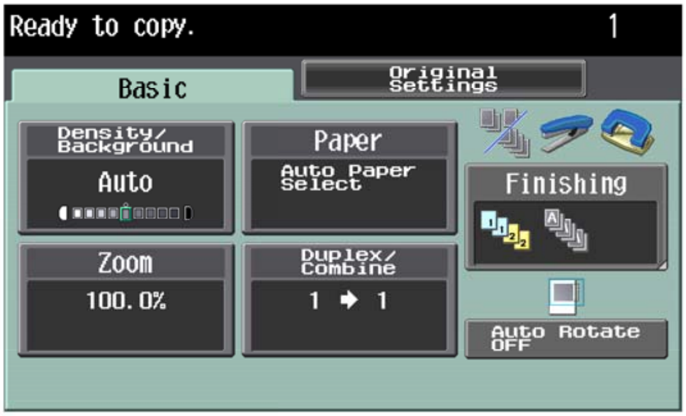
✎...

Note

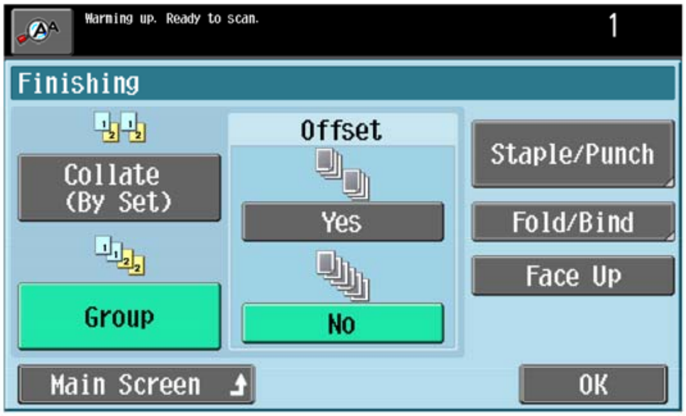
The number of punched holes differs depending on the country (region) where the unit is installed. For details, consult your service representative.

2.6.3 Selecting a folding or binding setting

1 In the Basic screen, touch [Finishing].


Ready to copy.
1
Basic
Original Settings
Density/ Background
Auto
Paper
Auto Paper Select
Finishing
Zoom
100.0%
Duplex/ Combine
1 ➔ 1
Auto Rotate OFF

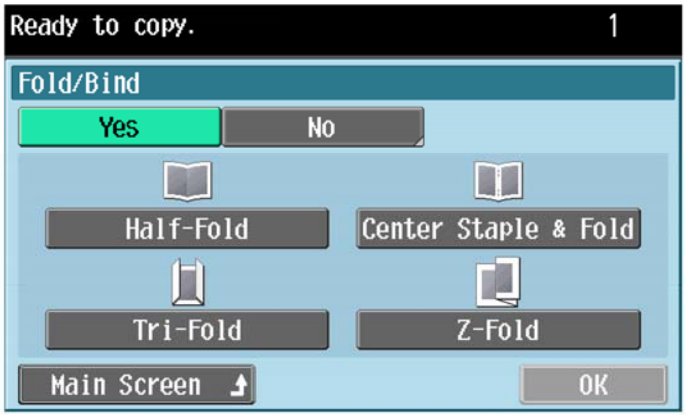
2 Touch [Fold/Bind].


Warming up. Ready to scan.
1
Finishing
Collate (By Set)
Group
Offset
Yes
No
Staple/Punch
Fold/Bind
Face Up
Main Screen
OK

– To return to the main screen, touch [Main Screen].

The Fold/Bind screen appears.

3 Select the desired settings.


Ready to copy.
1
Fold/Bind
Yes
No
Half-Fold
Center Staple & Fold
Tri-Fold
Z-Fold
Main Screen
OK

- To cancel the setting, touch [No].

---

4 Touch [OK], and then touch [OK] in the next screen that appears. Otherwise, touch [Main Screen].

The Basic screen appears again.

2.7 Selecting not to rotate the image

Copies can be printed with the image not rotated to fit the orientation of the loaded paper.

✎...

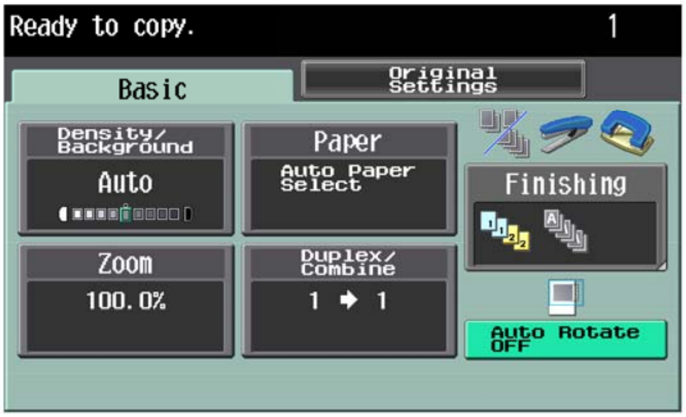
Note

Depending on the paper size and zoom ratio, some parts of the image may be lost.

Follow the procedure described below to select the setting to not rotate the image.

---

1 Touch [Auto Rotate OFF].


Ready to copy.
1
Basic
Original Settings
Density/ Background
Auto
Paper
Auto Paper Select
Finishing
Zoom
100.0%
Duplex/ Combine
1 → 1
Auto Rotate OFF

– To cancel the setting for not rotating the image, touch [Auto Rotate OFF] again.

2.8 Selecting the quality of the original

Select an original quality setting. Select the setting for the original type to better adjust the copy quality.

The following Original Type settings are available.

Setting	Description
Text	Select this setting when copying originals containing only text.
Dot Matrix Original	Select this setting when copying originals containing only text that appears faint (such as that written with a pencil).
Text/Photo	Select this setting when copying originals containing both text and photos.
Photo	Select this setting when copying originals containing only photos (halftones).

Follow the procedure described below to select an Original Type setting.

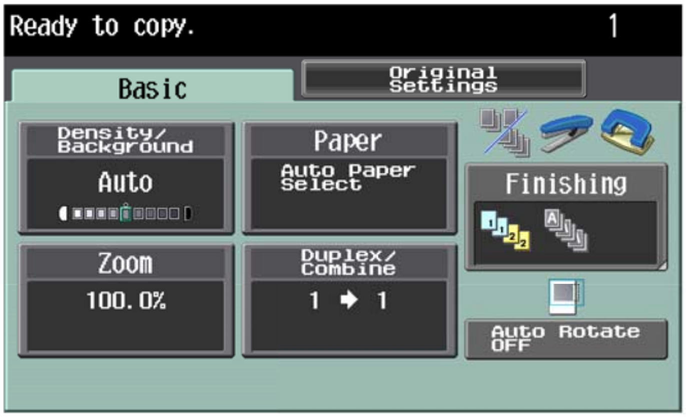
---

1 Position the original to be copied.

- For details on positioning the original, refer to "Feeding the original" on page 1-11.

---

2 Touch the Original Settings tab.



Ready to copy.

Density/Background: Auto

Paper: Auto Paper Select

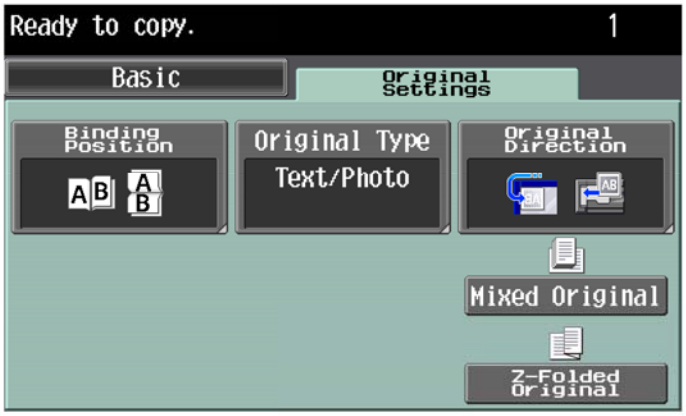
Zoom: 100.0%

Duplex/Combine: 1 → 1

Auto Rotate: OFF

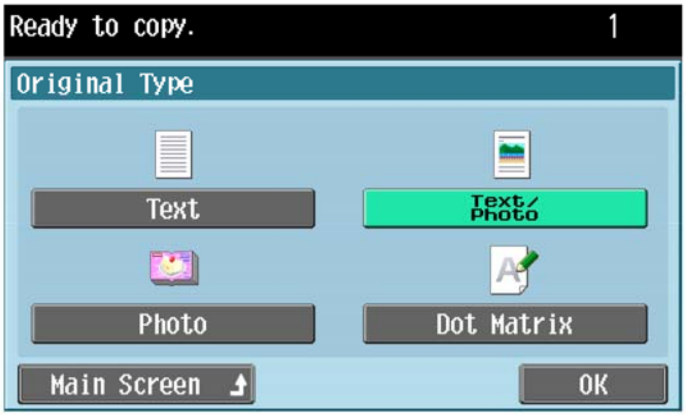
The Original Settings screen appears.

3 Touch [Original Type].


Ready to copy.
1
Basic
Original Settings
Binding Position
Original Type
Text/Photo
Original Direction
Mixed Original
Z-Folded Original

The Original Type screen appears.

4 Touch the button for the quality setting most appropriate for the loaded original.


Ready to copy.
1
Original Type
Text
Text/Photo
Photo
Dot Matrix
Main Screen
OK

– To return to the main screen, touch [Main Screen].

5 Touch [OK].

The Original Settings screen appears again.

2.9 Selecting the density settings

Specify the copy density and background density. Adjust to the best density according to the status of the originals.

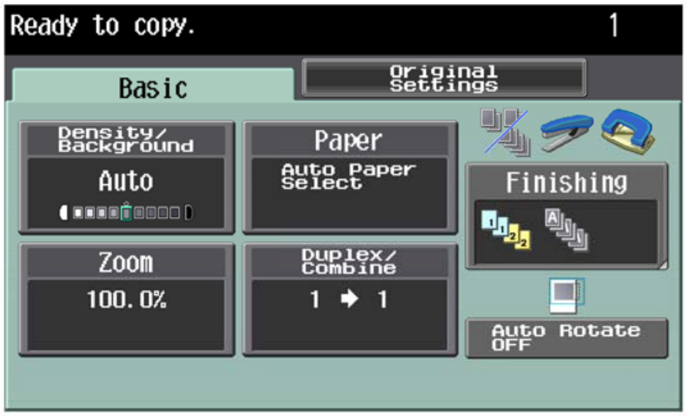
The following density adjustments are available.

Parameter	Description
Density	The print image density can be adjusted to one of nine levels.
Background Removal	The density of the background color of the original can be adjusted to one of nine levels.

Follow the procedures described below to select the density settings.

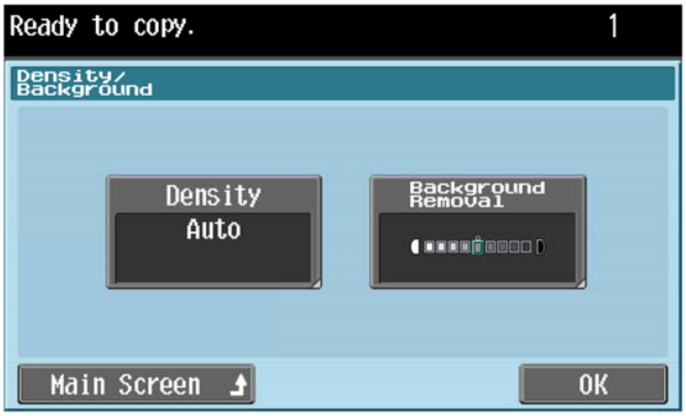
2.9.1 Adjusting the print density (Density settings)

1 Touch [Density/Background] on the Basic screen.


Ready to copy.
1
Basic
Original Settings
Density/ Background
Auto
Paper
Auto Paper Select
Finishing
Zoom
100.0%
Duplex/ Combine
1 ➔ 1
Auto Rotate OFF

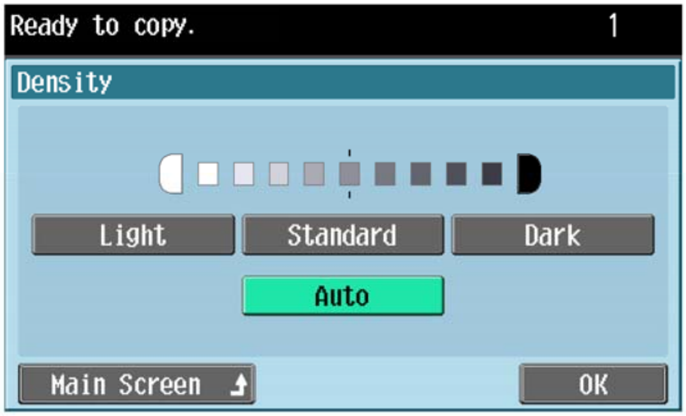
The Density/Background screen appears.

2 Touch [Density].


Ready to copy.
1
Density/ Background
Density
Auto
Background Removal
Main Screen
OK

The Density screen appears.

3 Select the desired Density setting.



Ready to copy.

1
Density
Light
Standard
Dark
Auto
Main Screen
OK

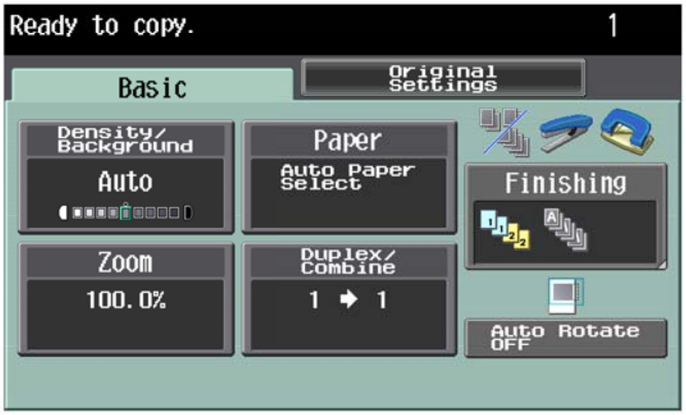
- Each time [Light] or [Dark] is touched, the density is lightened or darkened by one level.
- To select the center setting (default setting), touch [Standard].
- Touch [Auto] to have the machine detect the density of the original image and automatically select the appropriate exposure for the copy.
- To return to the main screen, touch [Main Screen].

4 Touch [OK], and then touch [OK] in the next screen that appears.

The Basic screen appears again.

2.9.2 Adjusting the background density (Background Removal settings)

1 Touch [Density/Background] on the Basic screen.

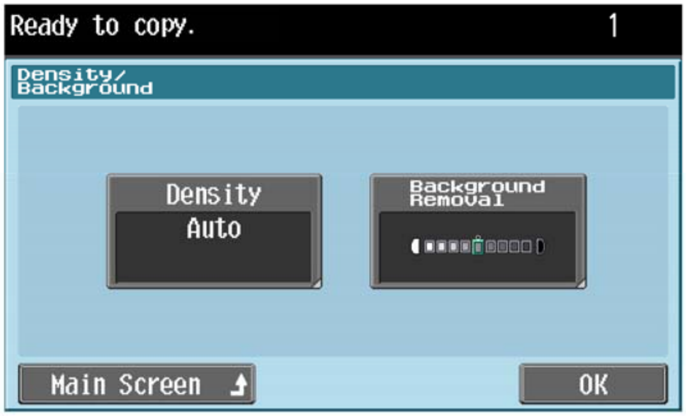


Ready to copy.

1
Basic
Original Settings
Density/Background
Auto
Paper
Auto Paper Select
Finishing
Zoom
100.0%
Duplex/Combine
1 ➔ 1
Auto Rotate OFF

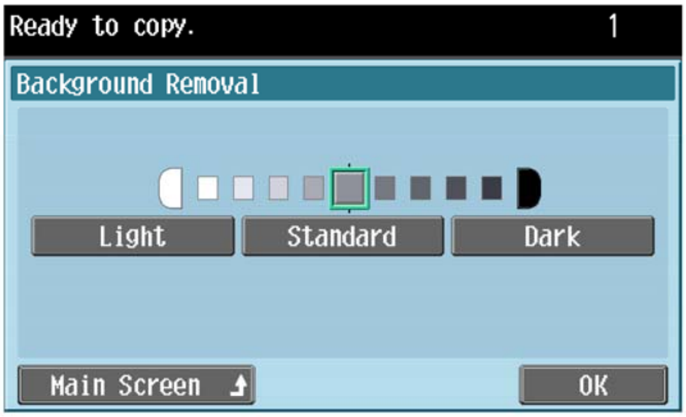
The Density/Background screen appears.

2 Touch [Background Removal].


Ready to copy.
1
Density/ Background
Density
Auto
Background Removal
Main Screen
OK

The Background Removal screen appears.

3 Select the desired Background Removal setting.


Ready to copy.
1
Background Removal
Light
Standard
Dark
Main Screen
OK

- Each time [Light] or [Dark] is touched, the density is lightened or darkened by one level.
- To select the center setting (default setting), touch [Standard].
- To return to the main screen, touch [Main Screen].

4 Touch [OK], and then touch [OK] in the next screen that appears.

The Basic screen appears again.

2.10 Selecting the Paper settings

2.10.1 Selecting a Paper Type setting for the bypass tray

If paper other than plain paper, such as OHP transparencies or label sheets, is loaded in the bypass tray, be sure to change the paper type setting as described below.

✎...

Note

A paper type for the other trays than the bypass tray can be selected in the User setting. For details, refer to the User’s Guide [Copy Operations].

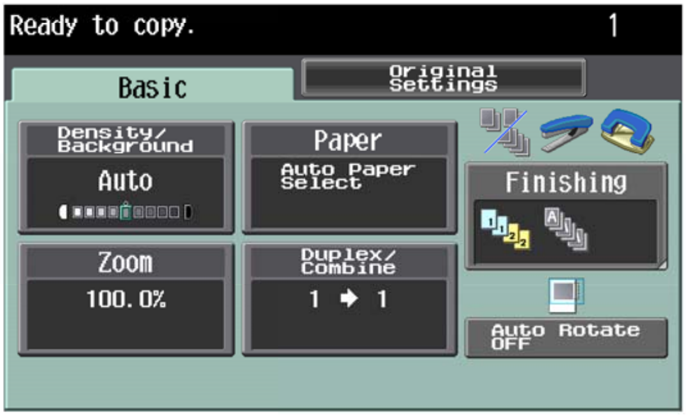
✎...

Reminder

If special paper is loaded into the bypass tray, be sure to select the corresponding paper type, otherwise a paper misfeed may occur.

---

1 In the Basic screen, touch [Paper].



Ready to copy. 1

Density/Background Auto

Paper Auto Paper Select

Zoom 100.0%

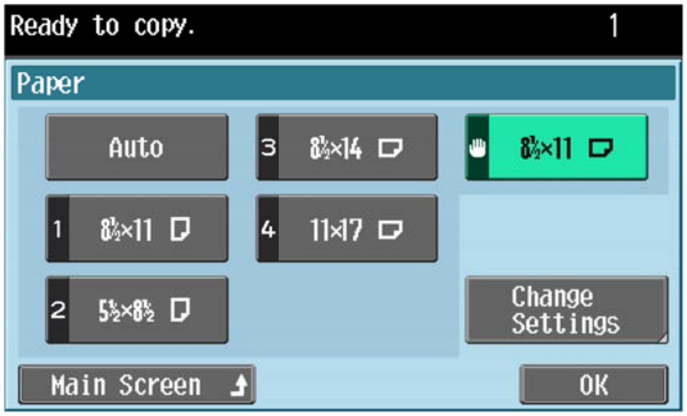
Duplex/Combine 1 → 1

Auto Rotate OFF

The Paper screen appears.

---

2 Touch the button for the bypass tray, and then touch [Change Settings].



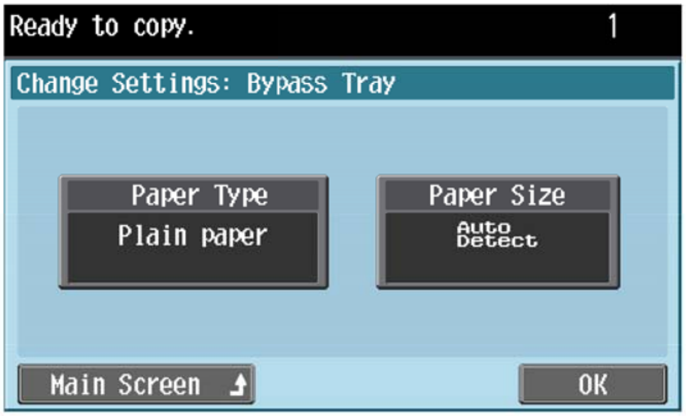
Ready to copy. 1

Paper
Auto
3 8½×14
8½×11
1 8½×11
4 11×17
2 5½×8½
Change Settings
Main Screen
OK

- To return to the main screen, touch [Main Screen].
- To specify a special paper for any paper tray other than the bypass tray, touch the button for the corresponding paper tray.
- If a setting for special paper is selected for the bypass tray, that tray is not selected automatically with the "Auto" Paper setting.

---

3 Touch [Paper Type].



Ready to copy. 1

Paper Type: Plain paper

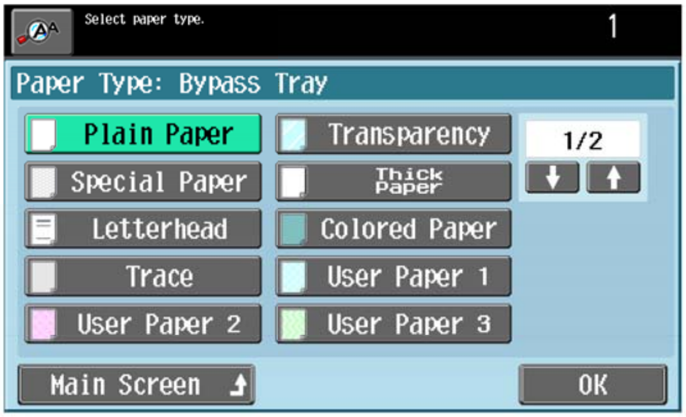
Paper Size: Auto Detect

Change Settings: Bypass Tray
Main Screen
OK

---

4 Select the appropriate setting for the type of special paper that is loaded.

Touch the button for the desired paper type.


Select paper type.

Paper Type: Bypass Tray

1
Plain Paper
Transparency
1/2
Special Paper
Thick Paper
Letterhead
Colored Paper
Trace
User Paper 1
User Paper 2
User Paper 3
Main Screen
OK

- To print on thin paper, tab paper, fine paper, recycled paper and label sheets, touch [↓] or [↑].
- [Tab Paper] cannot be selected if “Paper Size” is set to “Standard Size”, “Custom Size” or “Wide Paper”.

---

5 Touch [OK], and then touch [OK] in the next two screens that appear. Otherwise, touch [Main Screen].

The Basic screen appears again.

2.10.2 Selecting a Paper Size setting for the bypass tray

The paper size can be set for the bypass tray so that it can be used with the specified paper size.

✎...

Note

For details on loading paper, refer to the User's Guide [Copy Operations].

The paper size can be selected for the bypass tray in any of the following ways.

Setting	Description
Auto Detect	Select this setting to automatically detect the size of the paper loaded into the bypass tray.
Standard Size	A standard paper size can be set so that the paper tray is used specifically with the selected paper size.
Custom Size[*1]	A custom paper size can be set so that the paper tray is used specifically with the selected paper size.
Wide Paper	A wide paper size can be set so that the paper tray is used specifically with the selected paper size.

[*1] In order to specify a custom paper size in Enlarge Display mode, the custom paper size must first be stored before entering Enlarge Display mode. For details, refer to the User's Guide [Copy Operations].

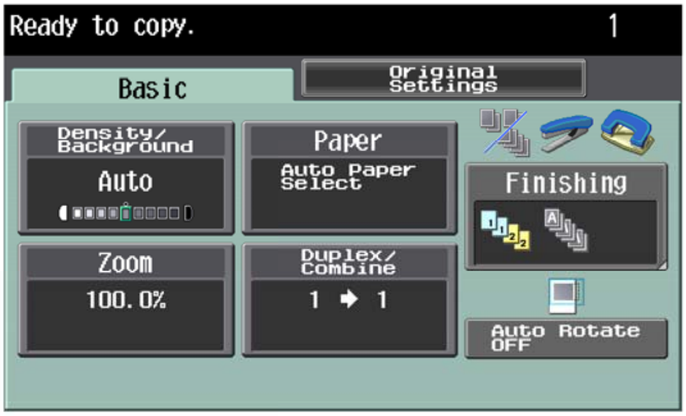
✎...

Note

For details on specifying a paper size for the other trays than the bypass tray, refer to the User's Guide [Copy Operations].

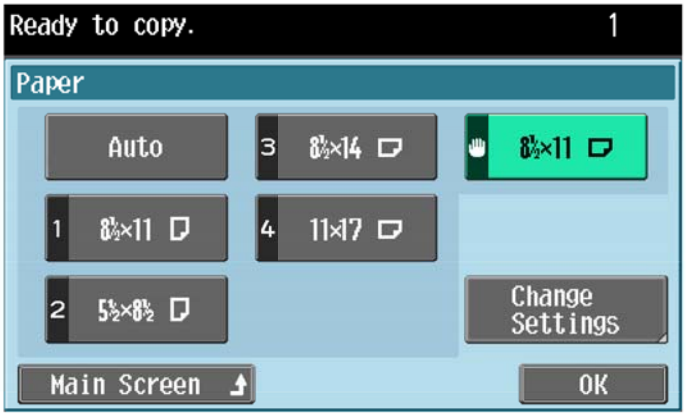
---

1 In the Basic screen, touch [Paper].


Ready to copy. 1

The Paper screen appears.

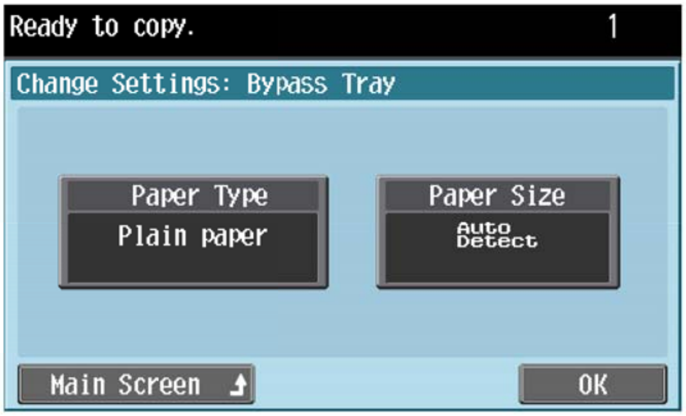
2 Touch the button for the bypass tray, and then touch [Change Settings].


Ready to copy. 1

Paper
Auto
3 8½×14
8½×11
1 8½×11
4 11×17
2 5½×8½
Change Settings
Main Screen
OK

– To return to the main screen, touch [Main Screen].

3 Touch [Paper Size].

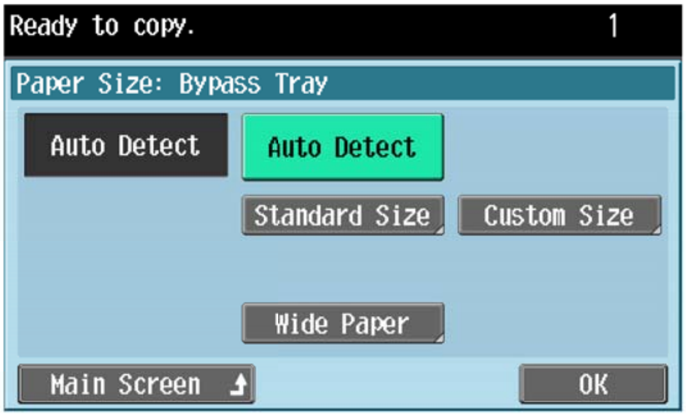

Ready to copy. 1

Paper Type: Plain paper

Paper Size: Auto Detect

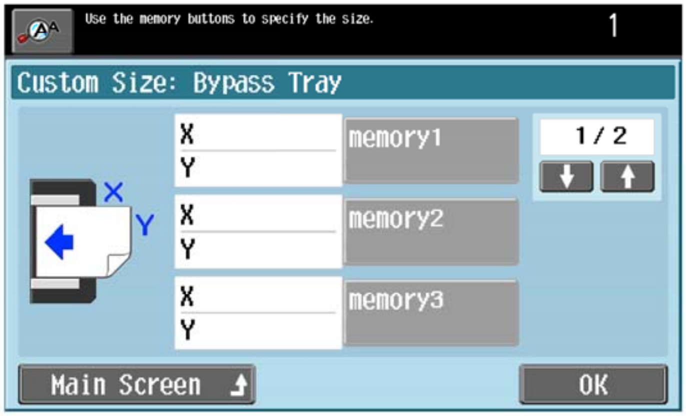
Change Settings: Bypass Tray
Main Screen
OK

4 Touch either [Auto Detect] or select the desired paper size.


Ready to copy. 1

Paper Size: Bypass Tray
Auto Detect
Auto Detect
Standard Size
Custom Size
Wide Paper
Main Screen
OK

– If a button other than [Auto Detect] was touched, select the desired paper size, and then touch [OK].



Use the memory buttons to specify the size.

Custom Size: Bypass Tray

Detail

In order to specify a custom paper size in Enlarge Display mode, the custom paper size must first be stored before entering Enlarge Display mode.

[Standard Size], [Custom Size] or [Wide Paper] cannot be selected if "Paper Type" is set to "Tab Paper".

---

5 Touch [OK], and then touch [OK] in the next two screens that appear. Otherwise, touch [Main Screen].

The Basic screen appears again.

2.11 Scanning the next original to be copied while a copy job is being printed (next job reservation)

The settings for the next copy job can be specified and the original can be scanned while a job is being printed so that it can be printed once the current copy job is finished.

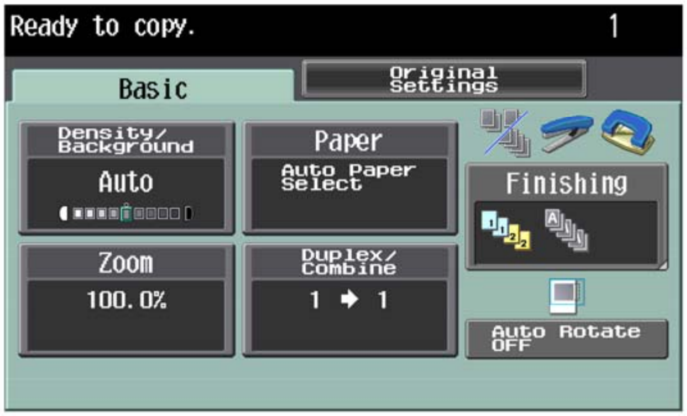
Detail

Up to 51 copy jobs, including the current copy job, can be queued.

A copy job can be reserved after scanning of the loaded original is finished. The next job cannot be reserved while an original is being scanned.

---

1 If the message "Ready to accept another job." appears while printing the current job, an original can be loaded, and copy settings can be specified for the next copy job.



Ready to copy. 1

Density/Background: Auto

Paper: Auto Paper Select

Zoom: 100.0%

Duplex/Combine: 1 → 1

Auto Rotate OFF

- If the "Copy Operating Screen" parameter was set to "Yes", touch [Next Copy Job] in the screen that appears during printing to display the Basic screen.
- For details on positioning the original, refer to "Feeding the original" on page 1-11.

---

2 Press the [Start] key.

---

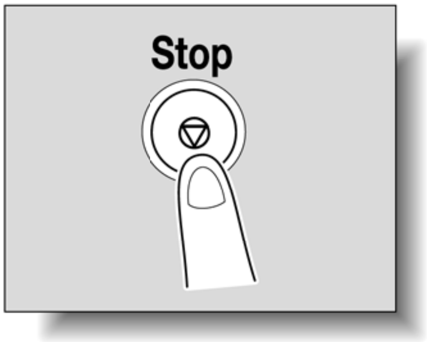
3 After the current job is finished, the next copy job begins.

2.12 Pausing scanning/printing

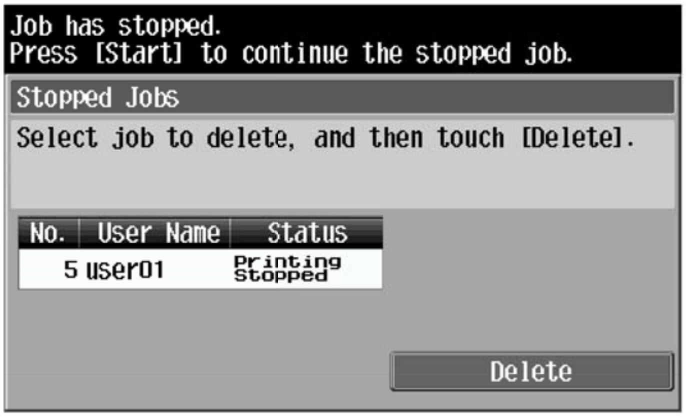
Follow the procedure described below to temporarily stop scanning the original and stop the printing operation.

---

1 Press the [Stop] key while an original is being scanned or a job is being printed.



- Scanning/printing temporarily stops.
- If an original is being scanned for a job, pressing the [Stop] key temporarily stops scanning.



Job has stopped.
Press [Start] to continue the stopped job.

Stopped Jobs

Select job to delete, and then touch [Delete].

No.	User Name	Status
5	user01	Printing stopped

The message "Job has stopped." appears.

---

2 To continue all temporarily stopped jobs, press the [Start] key.

- To delete a temporarily stopped job, select the job that you wish to delete, and then touch [Delete].
- Select only one job at a time to be deleted.

2.13 Printing a proof to check the settings (Proof Copy)

Before printing a large number of copies, a single proof copy can first be printed so that it can be checked. This prevents copy errors from occurring.

✎...

Note

When printing a proof copy, specify multiple copies.

This feature cannot be used if the "Group" setting is selected.

---

1 Position the original to be copied.

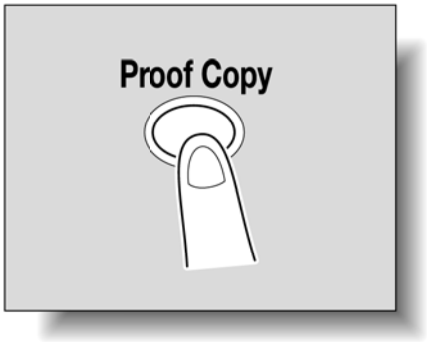
- For details on positioning the original, refer to "Feeding the original" on page 1-11.

---

2 Select the desired copy settings.

---

3 Press the [Proof Copy] key.



- If the original was loaded on the original glass, touch [Finish], and then press the [Start] key.

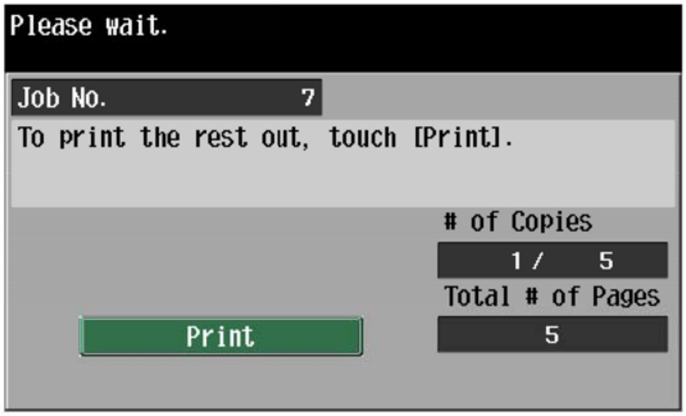
A single proof copy is printed.

---

4 Check the proof copy.

- To change the copy settings, press the [C] (clear) key or the [Reset] key, and then change the settings.

5 Touch [Print].



Please wait.

Job No. 7

To print the rest out, touch [Print].

# of Copies
1 /   5
Total # of Pages
5
Print

The remaining copies are queued as a copy job.

3 Using fax/scan functions

3 Using fax/scan functions

3.1 General fax/scan operation

Note

For details on performing fax and scan operations, refer to the User's Guide [Network Scan/Fax/Network Fax Operations].

Detail

Specify the fax settings and network settings and register destinations before entering Enlarge Display mode. For details, refer to the User's Guide [Network Scan/Fax/Network Fax Operations] and the User's Guide [Network Administrator].

This section contains information on the general operation for sending faxes and scans.

---

1 Press the [Fax/Scan] key in the control panel, and then press the [Enlarge Display] key.

The Fax/Scan mode screen appears in Enlarge Display mode.

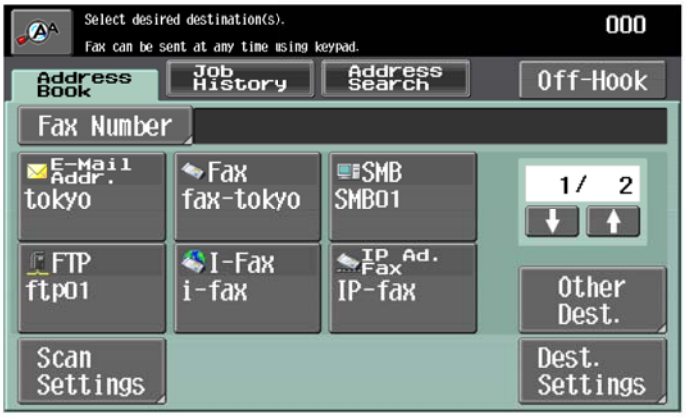
---

2 Position the original to be copied.

- For details on positioning the original, refer to page 1-11.

---

3 Specify the destination.



Select desired destination(s).
Fax can be sent at any time using keypad.

000
Address Book
Job History
Address Search
Off-Hook
Fax Number
E-Mail Addr.
tokyo
Fax
fax-tokyo
SMB
SMB01
1/ 2
FTP
ftp01
I-Fax
i-fax
IP Ad. Fax
IP-fax
Other Dest.
Scan Settings
Dest. Settings

- For details on specifying destinations, refer to page 3-4.

- To erase the entered destination, press the [C] (clear) key.

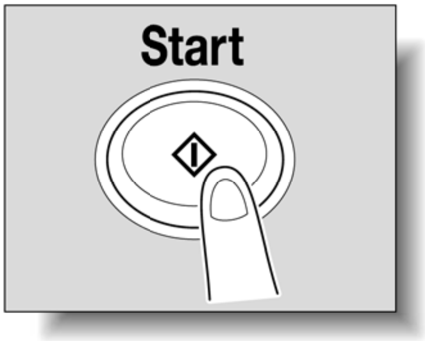
---

4 Specify the necessary scanning settings.

- For details on specifying scanning settings, refer to page 3-13.
- To cancel the setting and select the default, press the [Reset] key.

---

5 Press the [Start] key.



- If the machine is set to display the transmission result report screen, a screen appears, requesting confirmation to print the transmission result report. To print the transmission result report, touch [Yes], and then touch [OK].
- To stop the transmission, press the [Stop] key.

Scanning of the original begins, and then the fax is sent.

Detail

If the "Destination Check Display Function" parameter was set to "ON", the Destination Settings screen appears. Check the destinations, and then touch [Send].

If the machine is set to print the transmission result report, the transmission result report is printed if the transmission could not be completed.

Pressing the [Stop] key during scanning temporarily stops the scan operation.

3.2 Specifying a destination

Detail

Destinations must first be registered in Utility mode. Fax transmission destinations can also be registered. For details on registering destinations, refer to the User's Guide [Network Scan/Fax/Network Fax Operations].

The scan data can be sent in any of the following ways.

Network Scan operations

Method	Description
Scan to E-mail	The Scan to E-Mail operation is used to send scan data to a specified E-mail address as a file attachment.
Scan to FTP	In a network environment with an FTP server, scan data can be sent to a specified folder in the FTP server on the network. This function is suitable for transmitting large-sized data, such as high-resolution data.
Scan to SMB	Scan data can be sent directly to a specific computer on the network. In order to perform a Scan to SMB operation, first specify shared file settings in Windows on the computer receiving the data.
Scan to File (WebDAV)	In a network environment with a WebDAV server, scan data can be sent to a specified folder in the WebDAV server on the network. WebDAV is based on extended specifications of HTTP, and therefore the security technology of HTTP can be used. These settings ensure safer file transmission by encrypting communication with the WebDAV server using SSL.

Fax operations

Method	Description
Fax transmission	The scan data can be sent to the fax number specified for the destination.

Network Fax operations

Method	Description
Internet fax transmission	The scan data can be sent as an E-mail attachment (TIFF format) through an intranet (company network) or the Internet.
IP address fax transmission	Faxes can be sent on an IP network. Scan data can be sent to the IP address or host name specified for the destination. This operation can only be used through an intranet.

Detail

Multiple destinations can be specified at the same time.

To send or receive faxes manually, touch [Off-Hook]. When this button is touched, the dial tone can be heard from the speaker. For more details, refer to the User's Guide [Network Scan/Fax/Network Fax Operations]. This feature is not available with Internet faxing or IP address faxing. Also, if "Confirm Address (TX)" is specified in the administrator settings, [Off-Hook] cannot be used.

The procedure for specifying the destination where scan data is to be sent is described below.

3.2.1 Selecting a destination from the address book

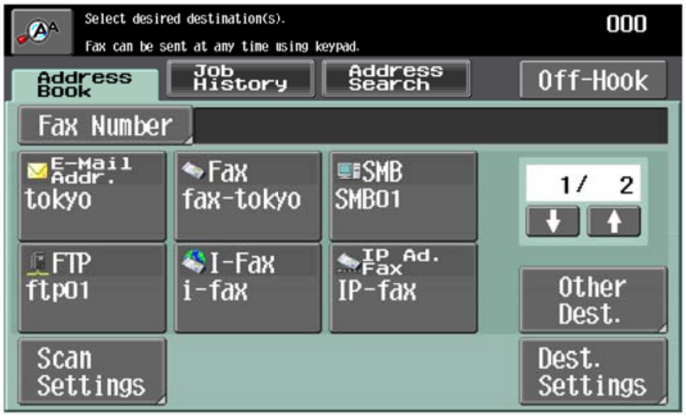
Follow the procedure described below to select an already registered destination.

Touch the button for the desired destination in the Address Book screen to select a destination.

A destination can be searched for by the destination type or the destination name.

---

1 In the Address Book screen, touch [Other Dest.].

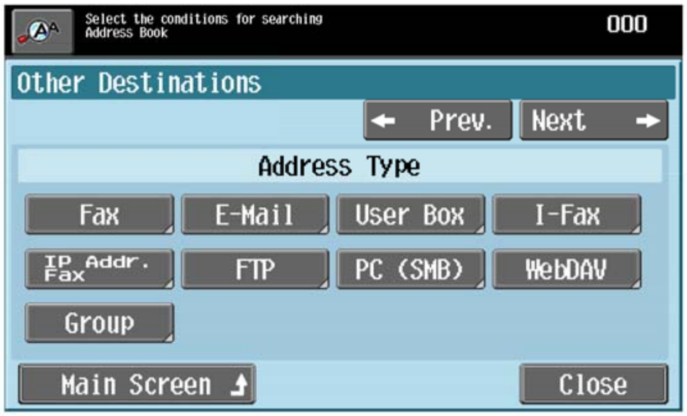


Select desired destination(s).
Fax can be sent at any time using keypad.

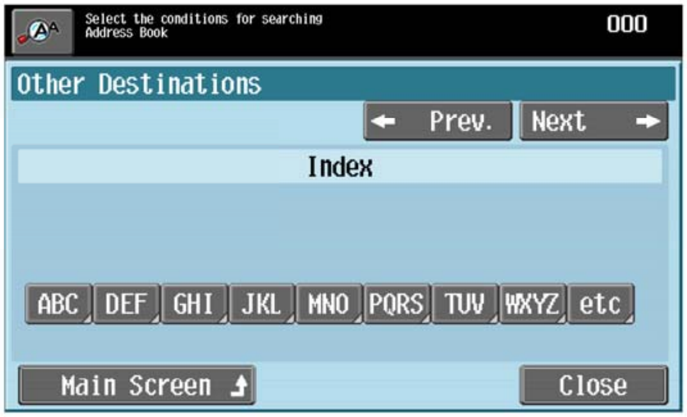
000
Address Book
Job History
Address Search
Off-Hook
Fax Number
E-Mail Addr.
tokyo
Fax
fax-tokyo
SMB
SMB01
1/ 2
FTP
ftp01
I-Fax
i-fax
IP Ad. Fax
IP-fax
Other Dest.
Scan Settings
Dest. Settings

The Other Destinations screen appears.

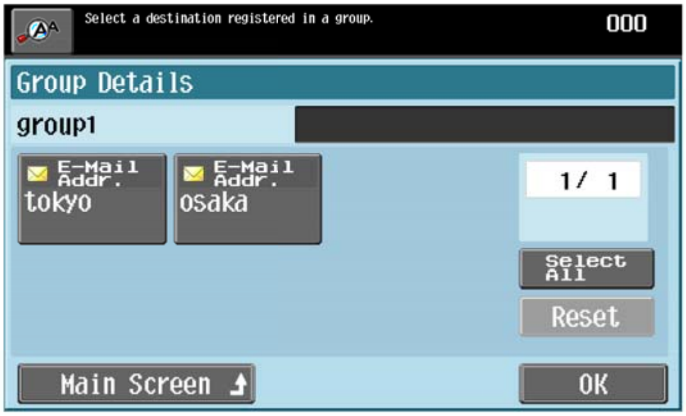
2 Touch the button for the desired destination type.


Select the conditions for searching Address Book
000
Other Destinations
← Prev.
Next →
Address Type
Fax
E-Mail
User Box
I-Fax
IP Addr. Fax
FTP
PC (SMB)
WebDAV
Group
Main Screen
Close

- To select the index characters, touch [Next→].


Select the conditions for searching Address Book
000
Other Destinations
← Prev.
Next →
Index
ABC
DEF
GHI
JKL
MNO
PQRS
TUV
WXYZ
etc
Main Screen
Close

- To select a destination from registered group, touch [Group] in Address Type. To select all destinations registered with the selected group, touch [Select All] in the Group Details screen. To cancel all of the selected destinations, touch [Reset].


Select a destination registered in a group.
000
Group Details
group1
E-Mail Addr.
tokyo
E-Mail Addr.
osaka
1/ 1
Select All
Reset
Main Screen
OK

- To return to the Address Book screen, touch [Main Screen].

3 Touch the button for the desired destination, and then touch [OK].

- To cancel a selection, touch the button for a selected destination again.

4 Touch [Close].

3.2.2 Selecting a destination from the job log

Follow the procedure described below to select a destination from the job log.

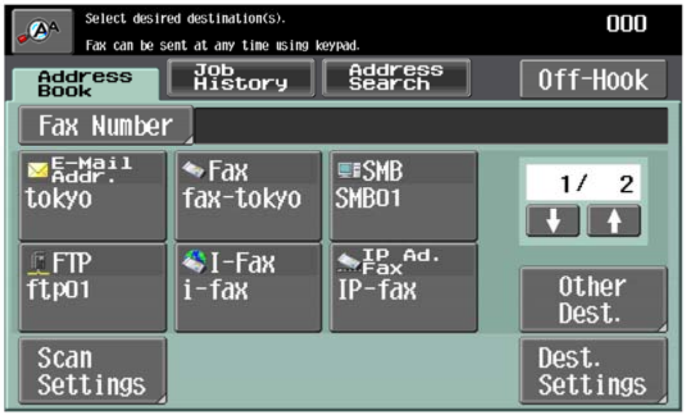
✎...

Note

This feature is not available with Internet faxing or IP address faxing.

If "Confirm Address (TX)" is specified in the administrator settings, Job History tab cannot be used. For details on the settings of "Confirm Address (TX)", refer to the User's Guide [Network Scan/Fax/Network Fax Operations].

1 Touch the Job History tab.



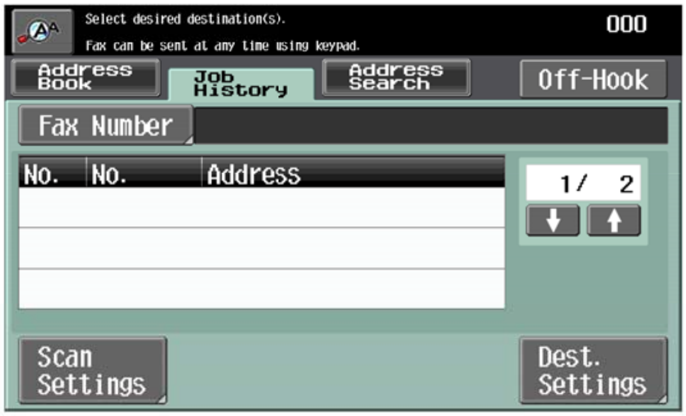
Select desired destination(s).

Fax can be sent at any time using keypad.

000
Address Book
Job History
Address Search
Off-Hook
Fax Number
E-Mail Addr.
tokyo
Fax
fax-tokyo
SMB
SMB01
1/ 2
FTP
ftp01
I-Fax
i-fax
IP Ad. Fax
IP-fax
Other Dest.
Scan Settings
Dest. Settings

The Job History list appears.

2 Select the desired destination.


Select desired destination(s).
Fax can be sent at any time using keypad.
000
Address Book
Job History
Address Search
Off-Hook
Fax Number
No.
No.
Address
1/ 2
Scan Settings
Dest. Settings

- The last five destinations where a transmission was sent are displayed.
- To cancel a selection, touch the button for a selected destination again.

3.2.3 Selecting a destination with an LDAP search

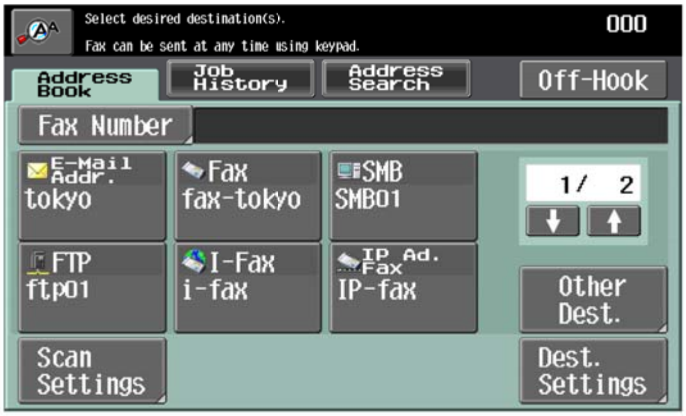
Follow the procedure described below to search in the LDAP server and select the destination.

Detail

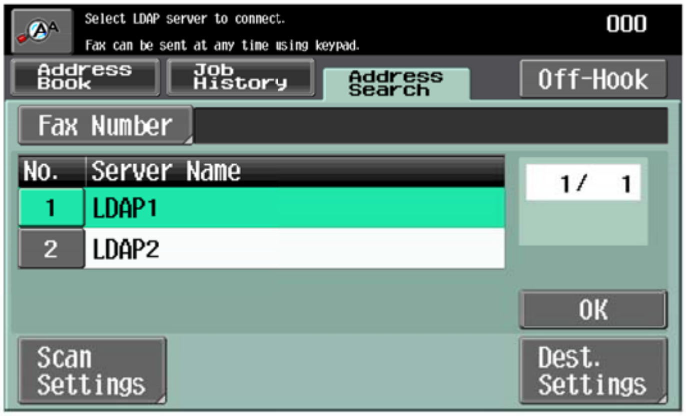
In order to perform an LDAP search, LDAP must be enabled and an LDAP server must be registered. For details on specifying LDAP settings, refer to the User's Guide [Network Administrator].

If user authentication is applied, whether or not to accept "Manual Destination Input" is specified for each registered user. For details on the user registration, refer to the User's Guide [Copy Operations].

1 Touch the Address Search tab.


Select desired destination(s).
Fax can be sent at any time using keypad.
000
Address Book
Job History
Address Search
Off-Hook
Fax Number
E-Mail Addr. tokyo
Fax fax-tokyo
SMB SMB01
FTP ftp01
I-Fax i-fax
IP Ad. Fax IP-fax
1/ 2
Other Dest.
Scan Settings
Dest. Settings

- If multiple LDAP servers are specified, select the server to be searched, and then touch [OK].



Select LDAP server to connect.
Fax can be sent at any time using keypad.

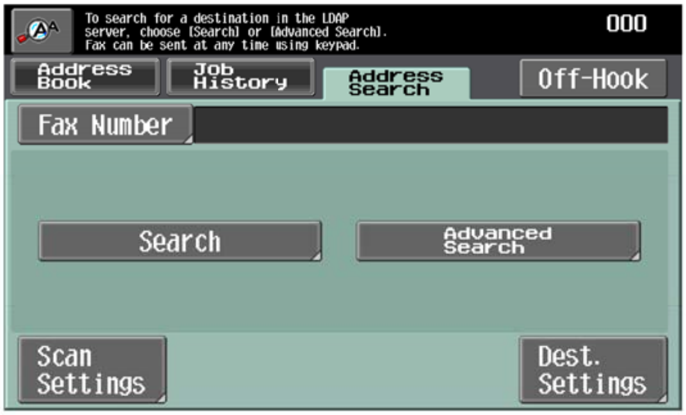
No.	Server Name
1	LDAP1
2	LDAP2

000
Address Book
Job History
Address Search
Off-Hook
Fax Number
1/ 1
OK
Scan Settings
Dest. Settings

---

2 Select the search method.

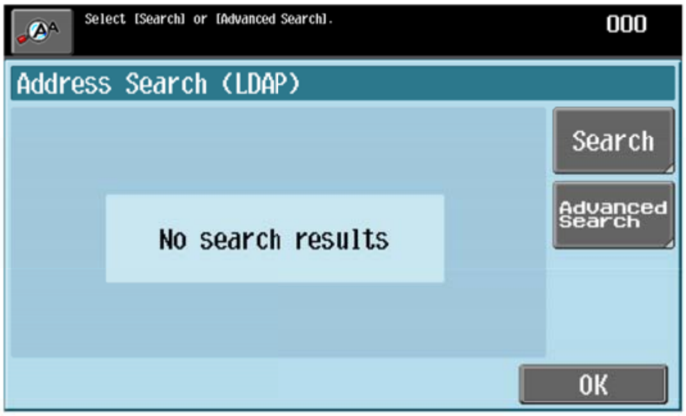
- To specify a search word, touch [Search]. To specify multiple search conditions, touch [Advanced Search].
- When there is only one LDAP server



To search for a destination in the LDAP server, choose [Search] or [Advanced Search].
Fax can be sent at any time using keypad.

000
Address Book
Job History
Address Search
Off-Hook
Fax Number
Search
Advanced Search
Scan Settings
Dest. Settings

- When there are multiple LDAP servers



Select [Search] or [Advanced Search].

Address Search (LDAP)

No search results

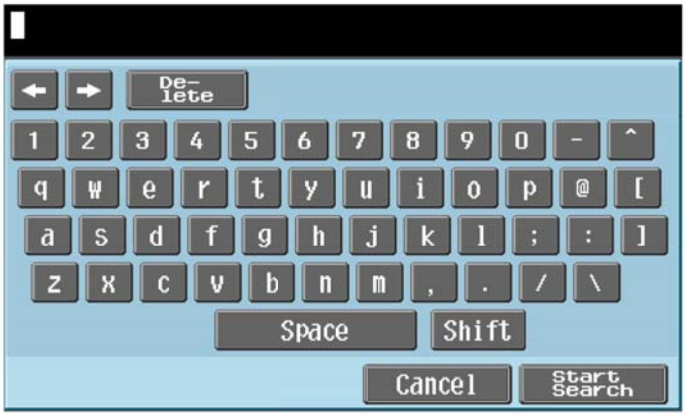
000
Search
Advanced Search
OK

- Authentication may be necessary, depending on the LDAP server that is specified.

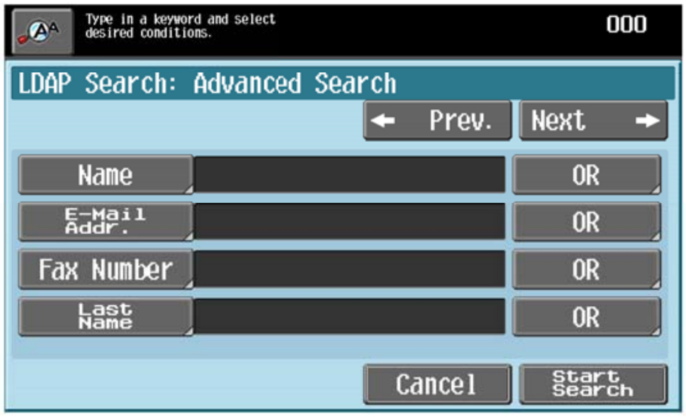
---

3 Specify the search conditions, and then touch [Start Search].

For a simple search


De-lete
1 2 3 4 5 6 7 8 9 0 - ^
q w e r t y u i o p @ [
a s d f g h j k l ; :]
z x c v b n m , . / \
Space
Shift
Cancel
Start Search

For an advanced search


Type in a keyword and select desired conditions.

LDAP Search: Advanced Search

000
Prev.
Next
Name
OR
E-Mail Addr.
OR
Fax Number
OR
Last Name
OR
Cancel
Start Search

The search results are displayed.

---

4 Touch the button for the desired destination, and then touch [OK].

- To cancel a selection, touch the button for a selected destination again.

3.2.4 Directly typing in the number

Follow the procedure described below to directly type in the fax number or the registration number for an address book destination during a fax transmission.

✎...

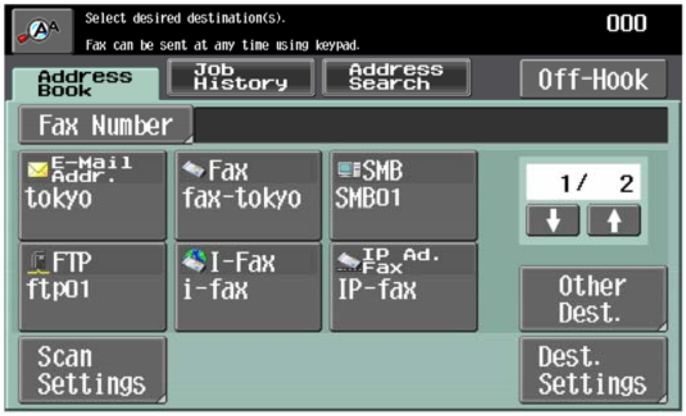
Note

If "Manual Destination Input" in Administrator mode is set to "Restrict", a fax number cannot be entered. For details on specifying the setting for the "Manual Destination Input" parameter, refer to the User's Guide [Network Administrator].

If user authentication is applied, whether or not to accept "Manual Destination Input" is specified for each registered user. For details on the user registration, refer to the User's Guide [Copy Operations].

---

1 Touch [Fax Number].



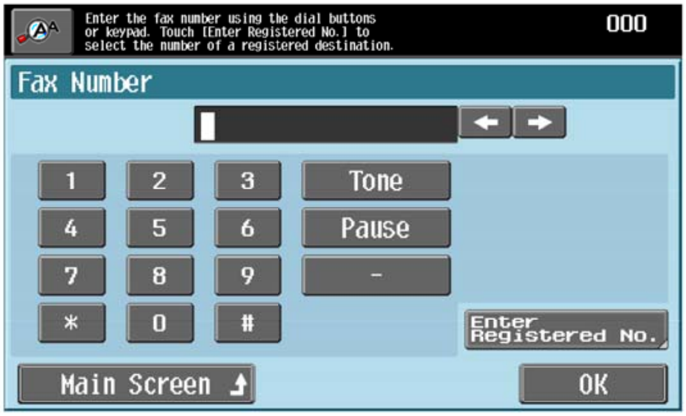
Select desired destination(s).
Fax can be sent at any time using keypad.

000
Address Book
Job History
Address Search
Off-Hook
Fax Number
E-Mail Addr.
tokyo
Fax
fax-tokyo
SMB
SMB01
1/ 2
FTP
ftp01
I-Fax
i-fax
IP Ad. Fax
IP-fax
Other Dest.
Scan Settings
Dest. Settings

The Fax Number screen appears.

---

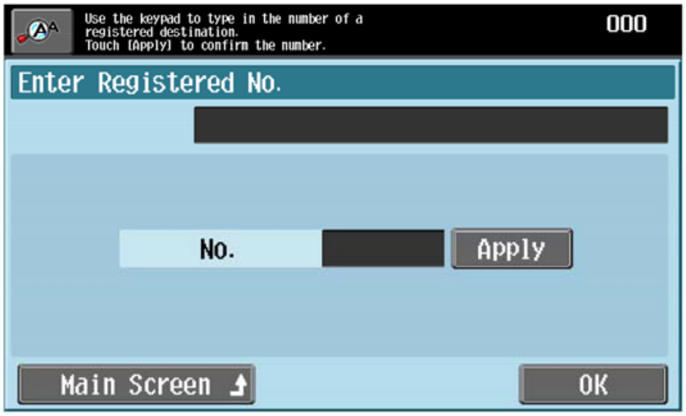
2 Using the control panel keypad or the keypad that appears in the touch panel, type in the fax number.



Enter the fax number using the dial buttons or keypad. Touch [Enter Registered No.] to select the number of a registered destination.

000
Fax Number
1
2
3
Tone
4
5
6
Pause
7
8
9
-
*
0
#
Enter Registered No.
Main Screen
OK

- Otherwise, touch [Enter Registered No.], use the keypad to type in destination registration number, and then touch [Apply].



Use the keypad to type in the number of a registered destination.
Touch [Apply] to confirm the number.

- To specify an additional recipient, touch [Next Destination], and then enter the number.
- To return to the Address Book screen, touch [Main Screen].
- When typing in a fax number:
  [Tone]: If pulse dialing is being used, touch this button to send a push-button tone. This is used when a fax information service is being used. "T" appears in the screen. If pulse dialing is being used, use [*] to switch to a push-button tone.
  [Pause]: Touch this button to insert a pause when dialing. Touch [Pause] once to insert a 1-second pause. In addition, multiple pauses can be entered. "P" appears in the screen. If the PBX (private branch exchange) connection is enabled, touch [Pause] after the outside line access code (for example, "0") for reliable dialing when transmitting from an inside line to an outside line. "P" appears in the screen.
  [–]: Touch this button to insert the dash as separator symbol while dialing. This has no effect on the dialing. "–" appears in the screen.
- To change a character in the entered text, touch [←] and [→] to move the cursor to the character to be changed, and then touch [Delete].

---

3 Touch [OK].

- If a destination registration number is entered, touch [OK], and then touch [OK] in the next screen that appears.

✎...

Note

If "Confirm Address (TX)" is specified to enter fax number directly, a screen appears prompting you to enter the fax number again.

3.3 Specifying scanning settings (Scan Settings)

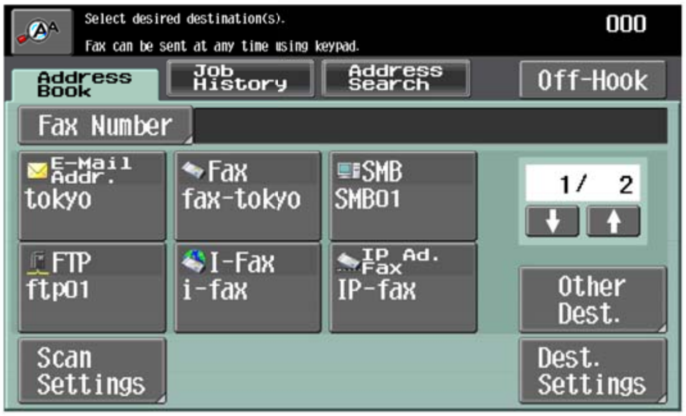
Touch [Scan Settings] in the Fax/Scan mode screen, and then specify the original scanning settings.

3.3.1 Simplex/Duplex

Select the appropriate ADF scanning method according to your original. The following scanning methods are available.

Setting	Description
1-Sided	Select this setting to scan a single-sided original.
2-Sided	Select this setting to scan a double-sided original.
Cover + 2-Sided	Select this setting to scan an original where the first page is single-sided and the remaining pages are double-sided.

1 Touch [Scan Settings] in the Fax/Scan mode screen.

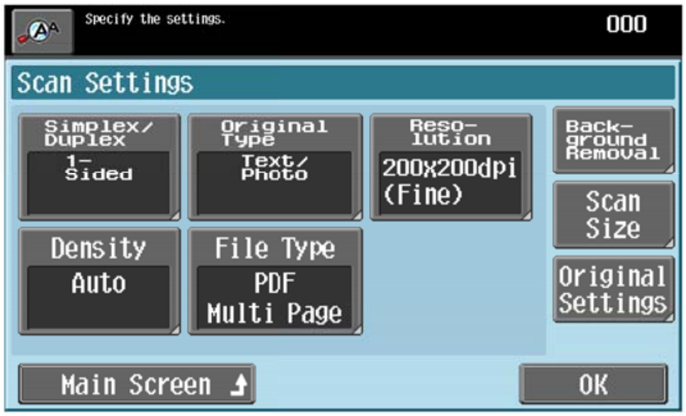


Select desired destination(s).
Fax can be sent at any time using keypad.

000
Address Book
Job History
Address Search
Off-Hook
Fax Number
E-Mail Addr.
tokyo
Fax
fax-tokyo
SMB
SMB01
1/ 2
FTP
ftp01
I-Fax
i-fax
IP Ad. Fax
IP-fax
Other Dest.
Scan Settings
Dest. Settings

The Scan Settings screen appears.

2 Touch [Simplex/Duplex].



Specify the settings.

000

Scan Settings

Simplex/Duplex: 1-Sided

Original Type: Text/Photo

Resolution: 200x200dpi (Fine)

Density: Auto

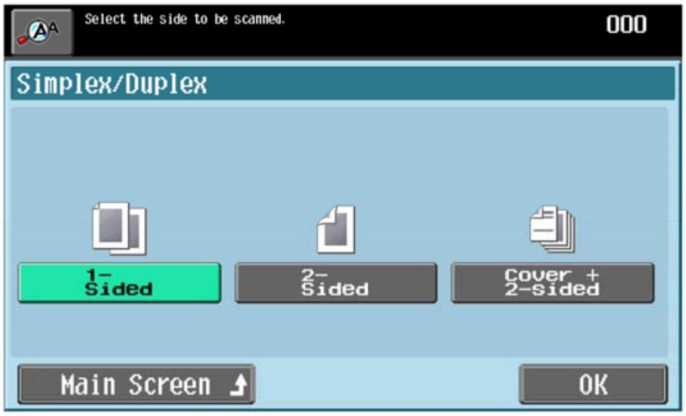
File Type: PDF Multi Page

Background Removal
Scan Size
Original Settings
Main Screen
OK

– To return to the Address Book screen, touch [Main Screen].

The Simplex/Duplex screen appears.

3 Select the scanning method.



Select the side to be scanned.

000

Simplex/Duplex

1-Sided
2-Sided
Cover + 2-Sided
Main Screen
OK

4 Touch [OK], and then touch [OK] in the next screen that appears. Otherwise, touch [Main Screen].

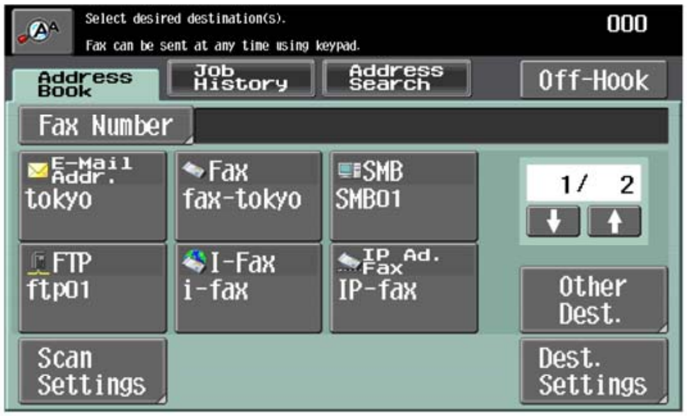
3.3.2 Original Type

Select the appropriate Original Type setting according to your original.

The following Original Type settings are available.

Setting	Description
Text	Select this setting when scanning originals consisting only of text. If an original containing photos is scanned using this setting, the halftones of the photo will not be reproduced and the entire photo will appear black.
Text/Photo	Select this setting when scanning originals consisting of both text and photos (halftones). This setting should be selected for originals containing text and photos combined in a single page or over multiple pages.
Photo	Select this setting when scanning originals consisting of only photos (halftones).
Dot Matrix Original	Select this setting when scanning originals with faint text (such as that written in pencil).

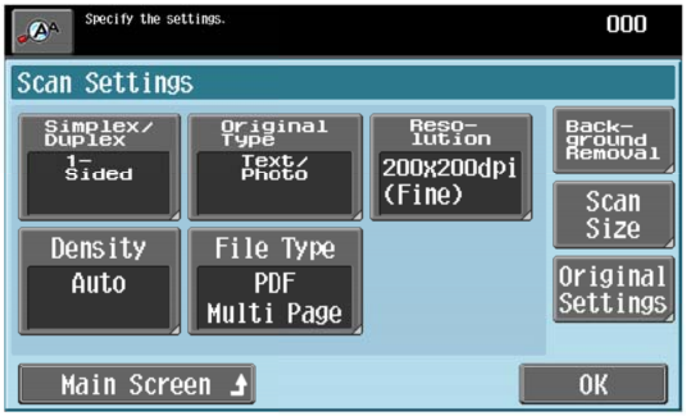
1 Touch [Scan Settings] in the Fax/Scan mode screen.


Select desired destination(s).
Fax can be sent at any time using keypad.
000
Address Book
Job History
Address Search
Off-Hook
Fax Number
E-Mail Addr.
tokyo
Fax
fax-tokyo
SMB
SMB01
1/ 2
FTP
ftp01
I-Fax
i-fax
IP Ad. Fax
IP-fax
Other Dest.
Scan Settings
Dest. Settings

The Scan Settings screen appears.

---

2 Touch [Original Type].



Specify the settings.

000

Scan Settings

Simplex/ Duplex: 1-Sided

Original Type: Text/ Photo

Reso- lution: 200x200dpi (Fine)

Density: Auto

File Type: PDF Multi Page

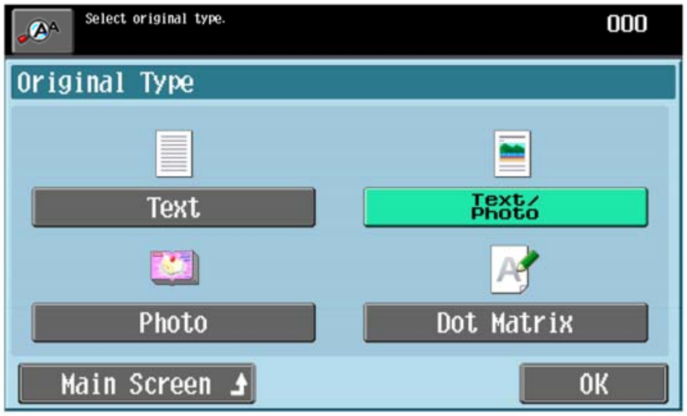
Back- ground Removal
Scan Size
Original Settings
Main Screen
OK

– To return to the Address Book screen, touch [Main Screen].

The Original Type screen appears.

---

3 Touch the button for the quality setting most appropriate for the loaded original.



Select original type.

000

Original Type

Text
Text/ Photo
Photo
Dot Matrix
Main Screen
OK

---

4 Touch [OK], and then touch [OK] in the next screen that appears. Otherwise, touch [Main Screen].

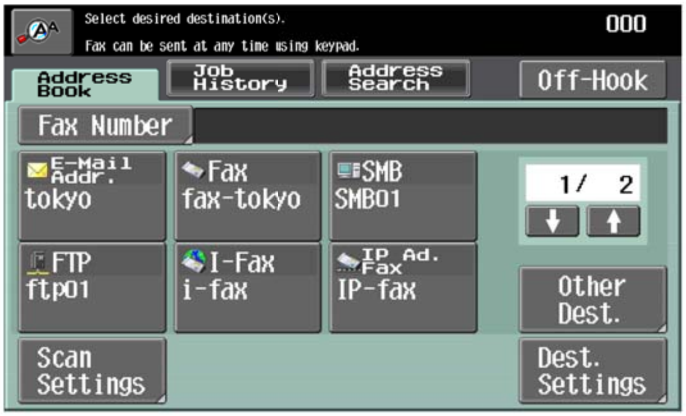
3.3.3 Resolution

Select the detailedness for scanning originals.

The following Resolution settings are available.

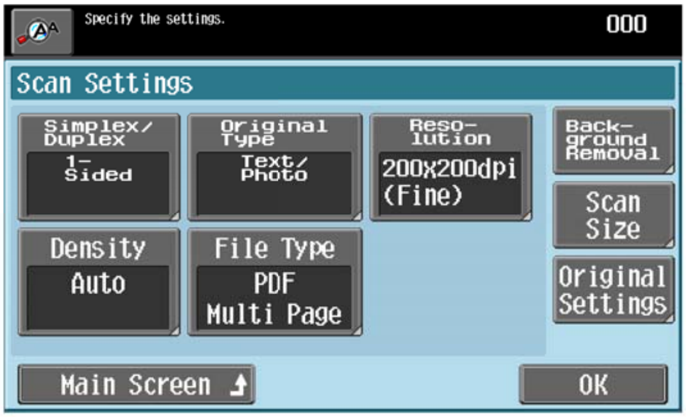
Setting	Description
200 × 100 (Standard)	Select this setting to reduce the transmission time.
200 × 200 (Fine)	Select this setting when scanning regular originals.
300 × 300 dpi	Select this setting to scan originals at a higher resolution than that of regular originals.
400 × 400 (Super Fine)	Select this setting when scanning originals with small print or with illustrations.
600 × 600 (Ultra Fine)	Select this setting when scanning originals with particularly fine print or with detailed illustrations.

1 Touch [Scan Settings] in the Fax/Scan mode screen.


Select desired destination(s).
Fax can be sent at any time using keypad.
000
Address Book
Job History
Address Search
Off-Hook
Fax Number
E-Mail Addr.
tokyo
Fax
fax-tokyo
SMB
SMB01
1/ 2
FTP
ftp01
I-Fax
i-fax
IP Ad. Fax
IP-fax
Other Dest.
Scan Settings
Dest. Settings

The Scan Settings screen appears.

2 Touch [Resolution].


Specify the settings.

Scan Settings

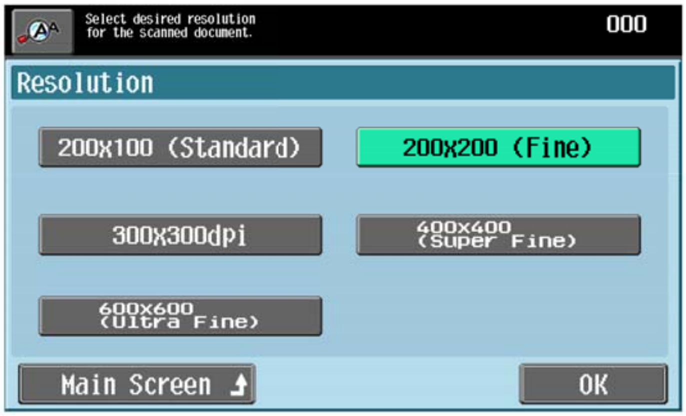
Simplex/Duplex: 1-Sided
Original Type: Text/Photo
Reso-lution: 200x200dpi (Fine)
Density: Auto
File Type: PDF Multi Page
000
Back-ground Removal
Scan Size
Original Settings
Main Screen
OK

– To return to the Address Book screen, touch [Main Screen].

The Resolution screen appears.

---

3 Select the resolution.


Select desired resolution for the scanned document.
000
Resolution
200x100 (Standard)
200x200 (Fine)
300x300dpi
400x400 (Super Fine)
600x600 (Ultra Fine)
Main Screen
OK

- A more finely scanned original has more information to be sent, therefore, the transmission time increases.
- If "600 × 600 (Ultra Fine)" or "400 × 400 (Super Fine)" is selected, the fax is sent with a resolution appropriate for the recipient's machine if it cannot receive a fax with the specified resolution.
- "300 × 300 dpi" is not available with fax functions. "300 × 300 dpi" can be selected; however, the setting will change to 200 × 200 dpi when the fax is sent.

---

4 Touch [OK], and then touch [OK] in the next screen that appears. Otherwise, touch [Main Screen].

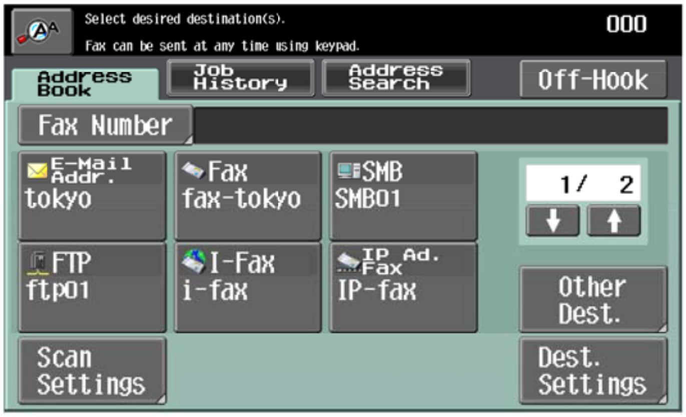
3.3.4 Density

Select the appropriate Density setting according to your original.

The density can be adjusted to one of nine levels.

---

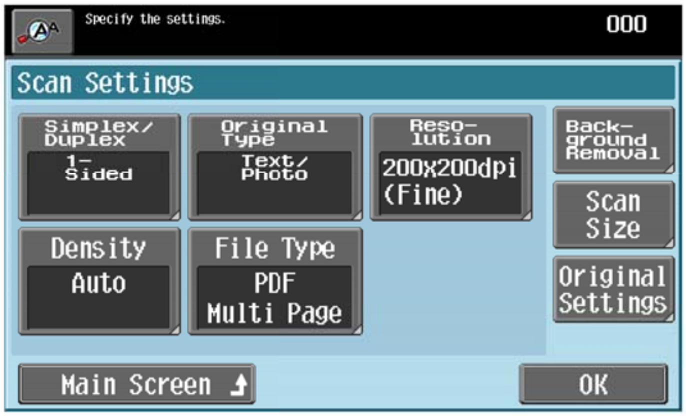
1 Touch [Scan Settings] in the Fax/Scan mode screen.


Select desired destination(s).
Fax can be sent at any time using keypad.
000
Address Book
Job History
Address Search
Off-Hook
Fax Number
E-Mail Addr.
tokyo
Fax
fax-tokyo
SMB
SMB01
1/ 2
FTP
ftp01
I-Fax
i-fax
IP Ad. Fax
IP-fax
Other Dest.
Scan Settings
Dest. Settings

The Scan Settings screen appears.

---

2 Touch [Density].



Specify the settings.

000

Scan Settings

Simplex/Duplex: 1-Sided

Original Type: Text/Photo

Resolution: 200x200dpi (Fine)

Density: Auto

File Type: PDF Multi Page

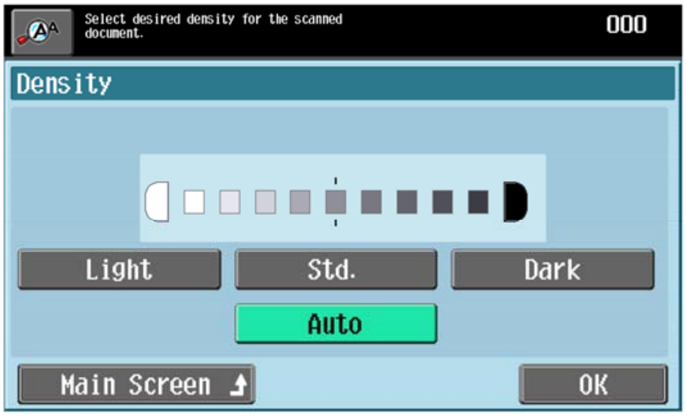
Background Removal
Scan Size
Original Settings
Main Screen
OK

- To return to the Address Book screen, touch [Main Screen].

The Density screen appears.

---

3 Select the desired Density setting.



Select desired density for the scanned document.

000

Density

Light
Std.
Dark
Auto
Main Screen
OK

- Each time [Light] or [Dark] is touched, the density is lightened or darkened by one level.
- To select the center setting (default setting), touch [Std.].
- Touch [Auto] to have the machine detect the density of the original image and automatically select the appropriate exposure for the copy.

---

4 Touch [OK], and then touch [OK] in the next screen that appears. Otherwise, touch [Main Screen].

3.3.5 File Type

Select the file format for saving the scan data. The following file formats are available.

Setting	Description
PDF	Select this setting to save the data in the PDF format.
TIFF	Select this setting to save data in the TIFF format.
XPS	Select this setting to save the data in the XPS format.

✎...

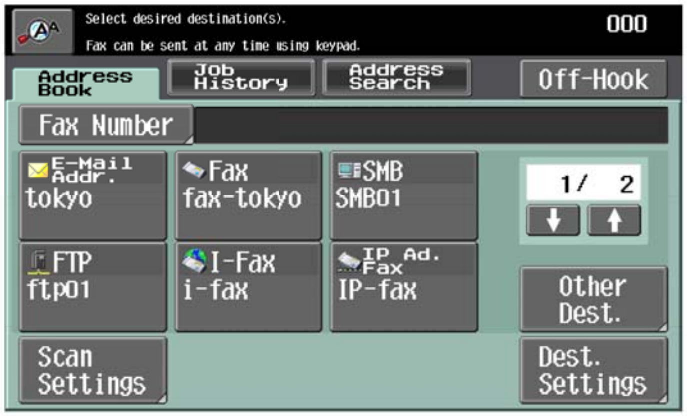
Note

For fax transmissions and Internet fax transmissions, the file type is fixed to the TIFF format.

In order to save the data in the XPS format, the optional hard disk is required.

---

1 Touch [Scan Settings] in the Fax/Scan mode screen.



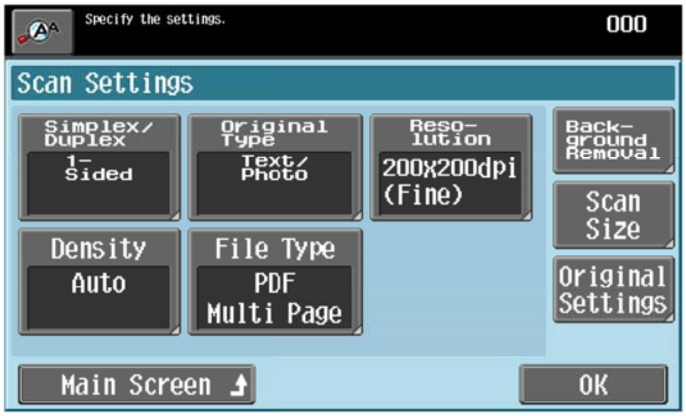
Select desired destination(s).
Fax can be sent at any time using keypad.

000
Address Book
Job History
Address Search
Off-Hook
Fax Number
E-Mail Addr.
tokyo
Fax
fax-tokyo
SMB
SMB01
1/ 2
FTP
ftp01
I-Fax
i-fax
IP Ad. Fax
IP-fax
Other Dest.
Scan Settings
Dest. Settings

The Scan Settings screen appears.

---

2 Touch [File Type].



Specify the settings.

Scan Settings

Simplex/Duplex: 1-Sided
Original Type: Text/Photo
Reso-lution: 200x200dpi (Fine)
Density: Auto
File Type: PDF Multi Page

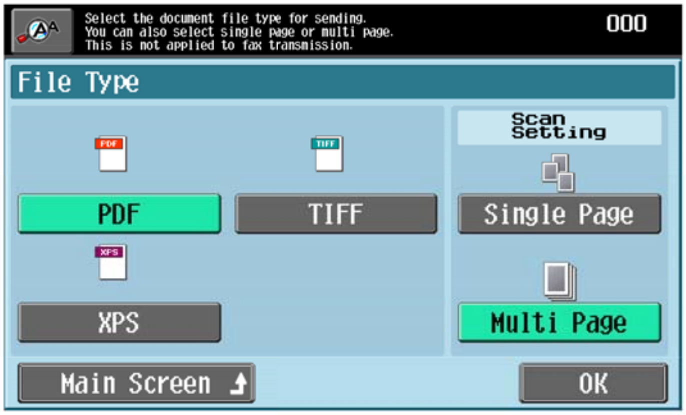
000
Back-ground Removal
Scan Size
Original Settings
Main Screen
OK

– To return to the Address Book screen, touch [Main Screen].

The File Type screen appears.

---

3 Select the file format and the page setting.



Select the document file type for sending.
You can also select single page or multi page.
This is not applied to fax transmission.

000
File Type
Scan Setting
PDF
TIFF
Single Page
XPS
Multi Page
Main Screen
OK

– If "Single Page" under "Scan Setting" is selected, a file is created for each page of the original.
– If "Multi Page" is selected under "Scan Setting", a single file is created from the entire scanned original.

---

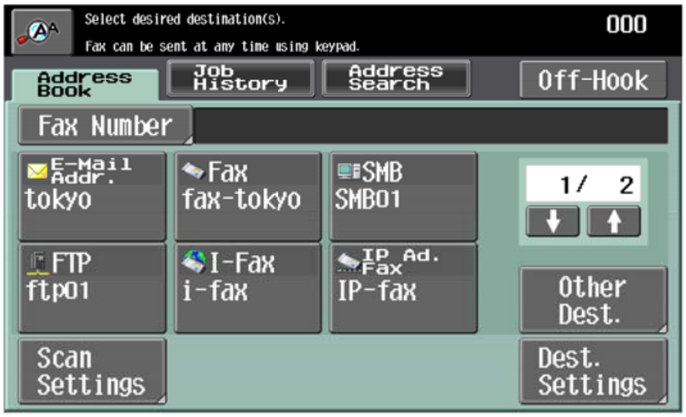
4 Touch [OK], and then touch [OK] in the next screen that appears. Otherwise, touch [Main Screen].

3.3.6 Background Removal

The scanning density of the original background can be adjusted. When originals printed on colored paper are scanned in color, the background may become black. In that case, the density of the background can be adjusted.

---

1 Touch [Scan Settings] in the Fax/Scan mode screen.

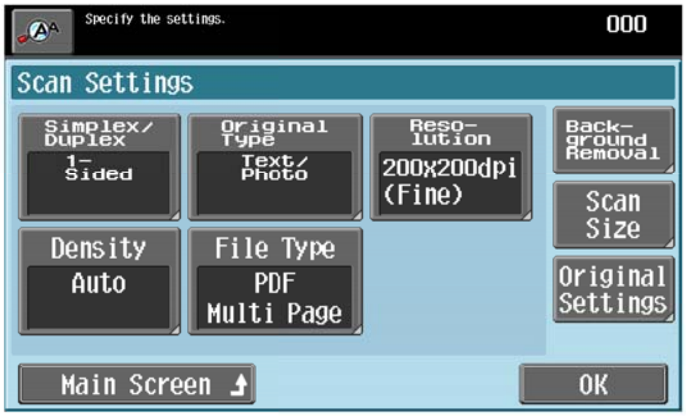


Select desired destination(s).
Fax can be sent at any time using keypad.

000
Address Book
Job History
Address Search
Off-Hook
Fax Number
E-Mail Addr.
tokyo
Fax
fax-tokyo
SMB
SMB01
1/ 2
FTP
ftp01
I-Fax
i-fax
IP Ad. Fax
IP-fax
Other Dest.
Scan Settings
Dest. Settings

The Scan Settings screen appears.

2 Touch [Background Removal].



Specify the settings.

000

Scan Settings

Simplex/Duplex: 1-Sided

Original Type: Text/Photo

Resolution: 200x200dpi (Fine)

Density: Auto

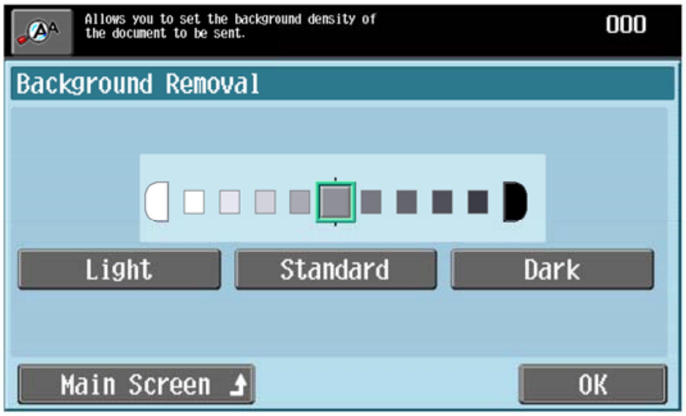
File Type: PDF Multi Page

Back-ground Removal
Scan Size
Original Settings
Main Screen
OK

- To return to the Address Book screen, touch [Main Screen].

The Background Removal screen appears.

3 Adjust the density as desired.



Allows you to set the background density of the document to be sent.

000

Background Removal

Light
Standard
Dark
Main Screen
OK

- Each time [Light] or [Dark] is touched, the density is lightened or darkened by one level.
- To select the center setting (default setting), touch [Standard].
- Touch [Auto] to automatically adjust the level of the background density according to the original being copied.

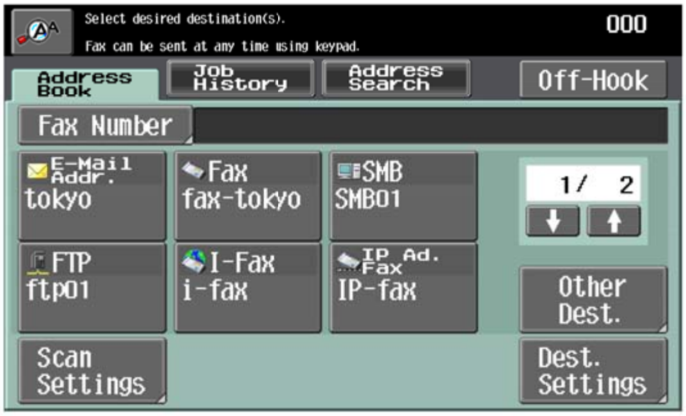
4 Touch [OK], and then touch [OK] in the next screen that appears. Otherwise, touch [Main Screen].

3.3.7 Scan Size

Specify the size of paper to be scanned. The scan size can be specified with any of the following methods.

Settings	Description
Auto	Select this setting to detect the size of the first page in the loaded original.
Full Scan	Select this setting to scan the entire page of the original. Even if text is printed to the edges of the original, it can be scanned without being cut off.
Metric Sizes	Select a preset paper size (such as A4 or B5) and orientation.
Inch Sizes	Select a preset paper size and orientation in inch sizes.
Other	Select a preset paper size and orientation in a size other than metric or inch sizes.

1 Touch [Scan Settings] in the Fax/Scan mode screen.



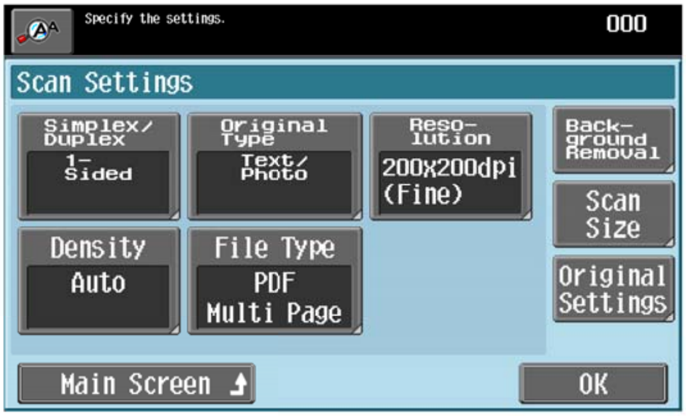
Select desired destination(s).

Fax can be sent at any time using keypad.

000
Address Book
Job History
Address Search
Off-Hook
Fax Number
E-Mail Addr. tokyo
Fax fax-tokyo
SMB SMB01
1/ 2
FTP ftp01
I-Fax i-fax
IP Ad. Fax IP-fax
Other Dest.
Scan Settings
Dest. Settings

The Scan Settings screen appears.

2 Touch [Scan Size].



Specify the settings.

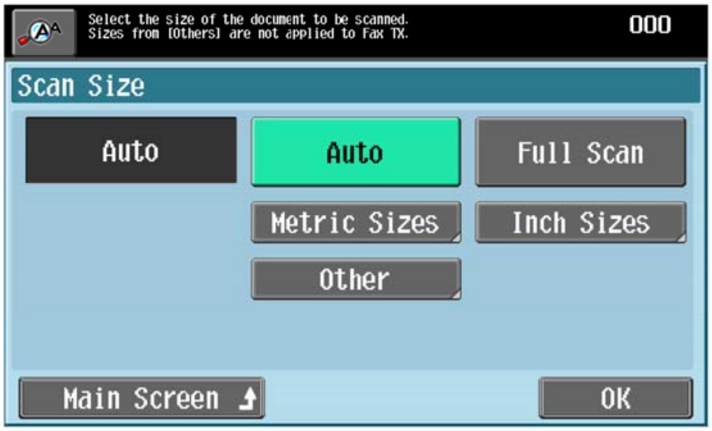
000
Scan Settings
Simplex/ Duplex 1-Sided
Original Type Text/ Photo
Reso- lution 200x200dpi (Fine)
Back- ground Removal
Scan Size
Density Auto
File Type PDF Multi Page
Original Settings
Main Screen
OK

- To return to the Address Book screen, touch [Main Screen].

The Scan Size screen appears.

---

3 Select the desired size and orientation.



Select the size of the document to be scanned.
Sizes from [Others] are not applied to Fax TX.

- If [Metric Sizes], [Inch Sizes] or [Other] was touched, select the desired paper size, and then touch [OK].
- To scan the entire page of the original, touch [Full Bleed Scan].

---

4 Touch [OK], and then touch [OK] in the next screen that appears. Otherwise, touch [Main Screen].

3.3.8 Original Settings

Select the binding position and orientation of the original.

Parameter	Description
Original Direction	Select the orientation of the original. After the original is scanned, the data is processed so that it is correctly oriented. For details on selecting the original orientation, refer to "Selecting the original orientation (Original Direction settings)" on page 1-17.
Binding Position	Select the binding position, for example, when holes are punched in the original or the original is stapled. In addition, specify the binding position when a double-sided original is loaded. This adjusts the scan of double-sided originals so that the binding position is not reversed. Left: Select this setting for an original with a binding margin on the left side. Top: Select this setting for an original with a binding margin at the top. Auto: The binding margin is on the long side if the page is 11-11/16 inch (297 mm) or less, or it is on the short side if the page is more than 11-11/16 inch (297 mm).

These functions can be used together.

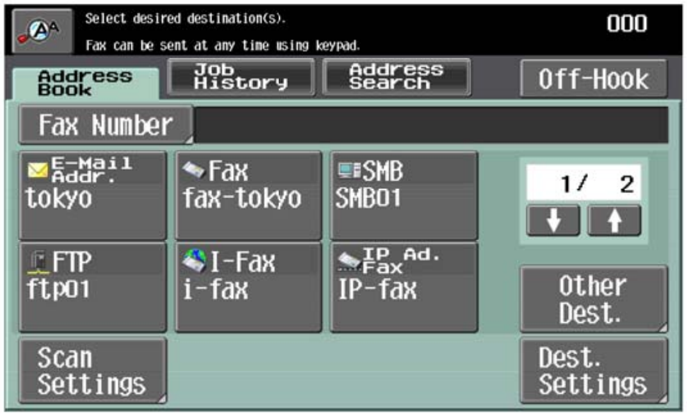
✎...

Note

[Original Direction] is not available with fax function.

---

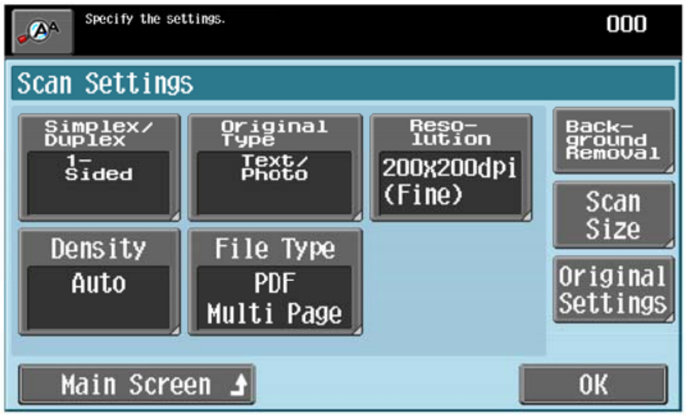
1 Touch [Scan Settings] in the Fax/Scan mode screen.


Select desired destination(s).
Fax can be sent at any time using keypad.
000
Address Book
Job History
Address Search
Off-Hook
Fax Number
E-Mail Addr.
tokyo
Fax
fax-tokyo
SMB
SMB01
1/ 2
FTP
ftp01
I-Fax
i-fax
IP Ad. Fax
IP-fax
Other Dest.
Scan Settings
Dest. Settings

The Scan Settings screen appears.

---

2 Touch [Original Settings].


Specify the settings.

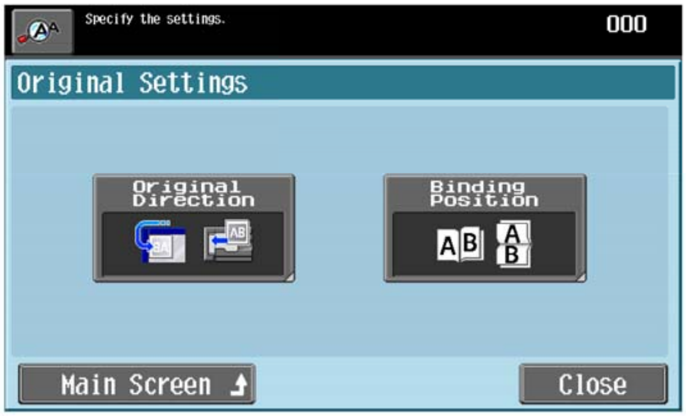
Scan Settings

Simplex/Duplex: 1-Sided
Original Type: Text/Photo
Resolution: 200x200dpi (Fine)
Density: Auto
File Type: PDF Multi Page
000
Back-ground Removal
Scan Size
Original Settings
Main Screen
OK

– To return to the Address Book screen, touch [Main Screen].

The Original Settings screen appears.

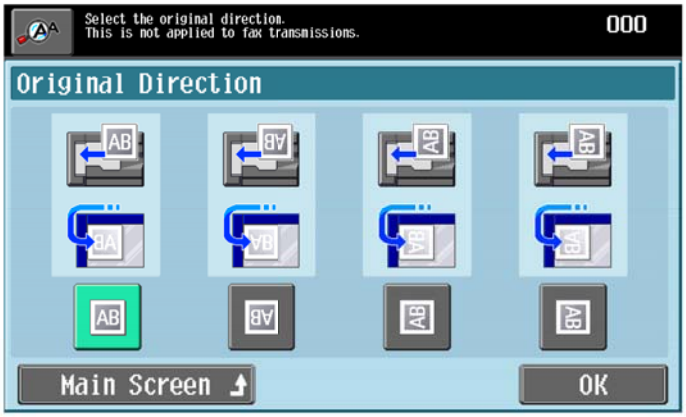
3 Select the original settings.



Specify the settings.

000
Original Settings
Original Direction
Binding Position
AB
A B
Main Screen
Close

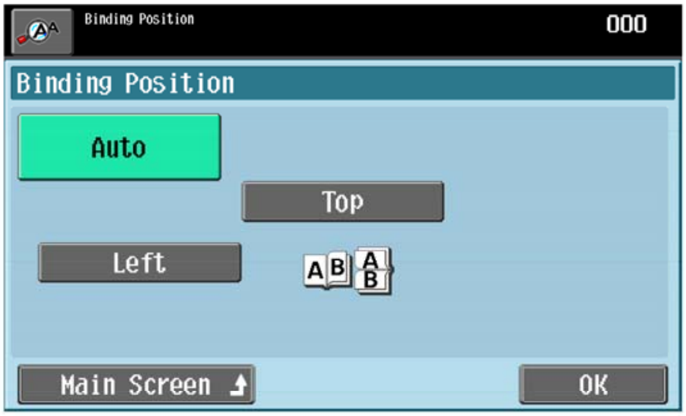
- Touching [Original Direction] displays the Original Direction screen. Touch the button for the desired orientation, and then touch [OK].



Select the original direction.
This is not applied to fax transmissions.

000
Original Direction
AB
Main Screen
OK

- Touching [Binding Position] displays the Binding Position screen. Touch the button for the desired original binding position, and then touch [OK].



Binding Position

000
Binding Position
Auto
Top
Left
AB
A B
Main Screen
OK

4 Touch [Close], and then touch [OK] in the next screen that appears. Otherwise, touch [Main Screen].

3.4 Using a program

"Program" refers to the set of destinations and scan settings that are registered together. These are convenient for frequently sending transmissions with the same settings. The following procedure describes how to send data by selecting a program that has been registered in advance.

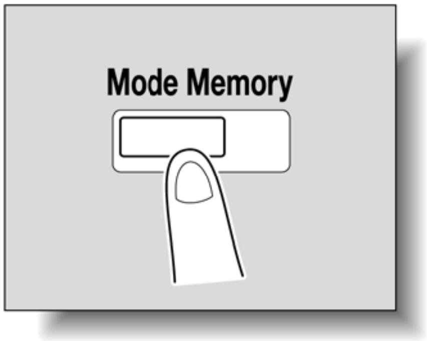
✎...

Note

If no destinations are registered with programs, destinations cannot be selected. For details on registering programs, refer to the User's Guide [Network Scan/Fax/ Network Fax Operations].

---

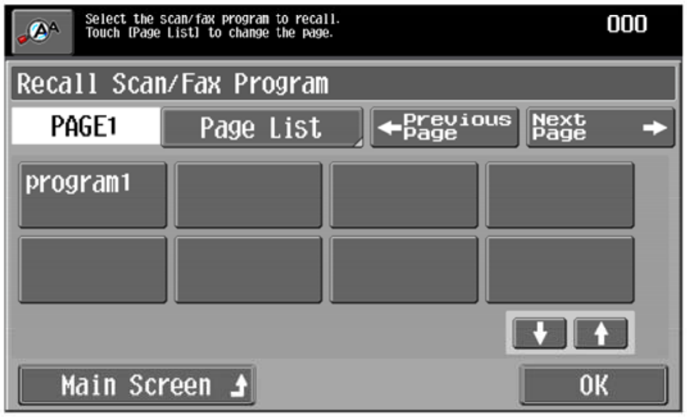
1 With the Fax/Scan mode screen displayed, press the [Mode Memory] key.


Mode Memory

The Recall Scan/Fax Program screen appears.

---

2 Touch the button for the desired program.


Select the scan/fax program to recall.
Touch [Page List] to change the page.

000
Recall Scan/Fax Program
PAGE1
Page List
Previous Page
Next Page
program1
Main Screen
OK

- Touch [Page List] to select the page of programs to be displayed.
- Touch [←Previous Page] or [Next Page→] to display the previous or next page of programs.
- To scroll through the page, touch [↑] or [↓].

- To cancel the setting, touch the button again to deselect it.
- Only one program can be selected.

---

3 Touch [OK] or [Main Screen].

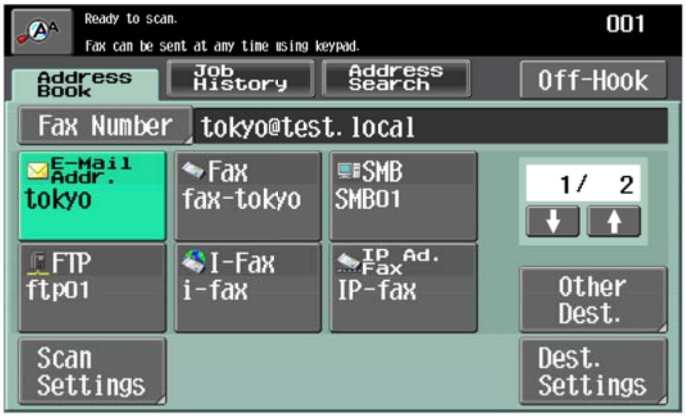
- To specify multiple destinations, add a destination. For details, refer to "Specifying a destination" on page 3-4.

3.5 Checking the destinations

The specified destinations can be checked. In addition, destinations can be removed or their information can be checked.

---

1 In the Fax/Scan mode screen, touch [Dest. Settings].


Address Book
Job History
Address Search
Off-Hook
E-Mail Addr. tokyo
Fax fax-tokyo
SMB SMB01
1/ 2
FTP ftp01
I-Fax i-fax
IP Ad. Fax IP-fax
Other Dest.
Scan Settings
Dest. Settings

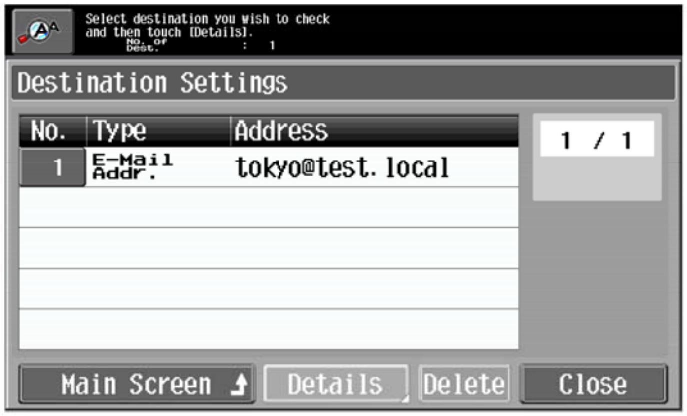
Ready to scan.
Fax can be sent at any time using keypad.
001

Fax Number tokyo@test.local

The Destination Settings screen appears, and the specified destinations can be checked.

---

2 Select the desired destination from the list of destinations.


1 / 1
Main Screen
Details
Delete
Close

Select destination you wish to check
and then touch [Details].
No. of Dest. : 1

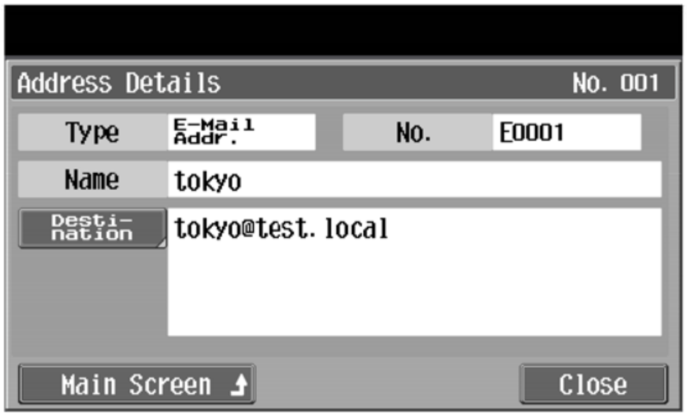
Destination Settings

No.	Type	Address
1	E-Mail Addr.	tokyo@test.local

– To return to the Address Book screen, touch [Main Screen].

---

3 Touch [Details], and then check the destination details.



Address Details No. 001

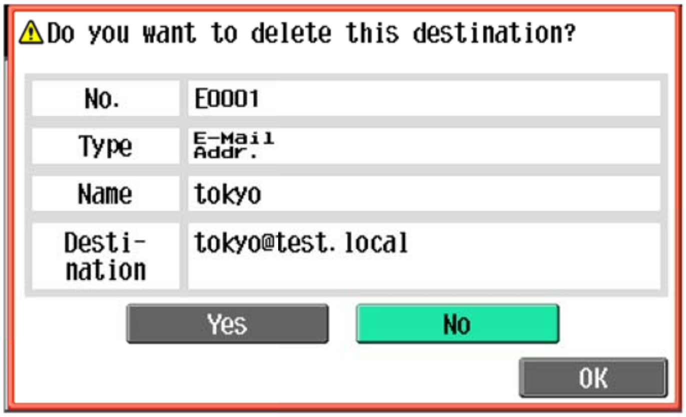
Type: E-Mail Addr.

No.: E0001

Name: tokyo

Desti-nation: tokyo@test.local

– To delete a destination, select a destination, and then touch [Delete] to display a message requesting confirmation to delete the destination.



Do you want to delete this destination?

No.: E0001

Type: E-Mail Addr.

Name: tokyo

Desti-nation: tokyo@test.local

---

4 Touch [Close].

4

Logging on and logging off

4 Logging on and logging off

4.1 When a logon screen appears

Note

For details, refer to the User's Guide [Copy Operations].

4.1.1 When the screen to enter the user name appears

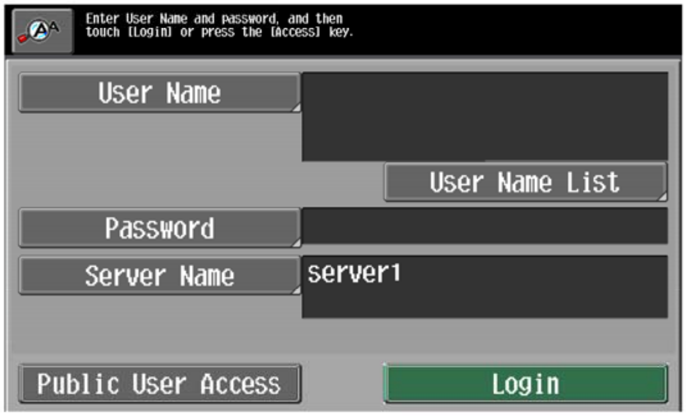
If the message "Enter User Name and password, and then touch [Login] or press the [Access] key." appears, user authentication settings have been specified on this machine.

If user authentication settings have been applied, this machine can only be used by users who enter their user name and password. When the following screen appears, type in the user name and password.

For a user name and password, contact the machine's administrator.

---

1 Touch [User Name].



Enter User Name and password, and then touch [Login] or press the [Access] key.

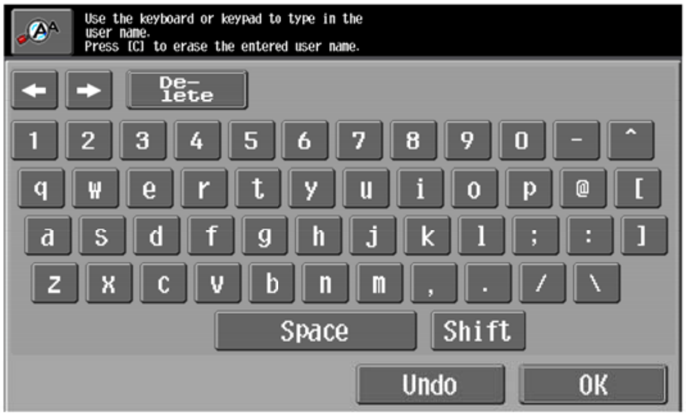
Server Name: server1

- The screen that appears differs depending on the Authentication method settings in the Administrator Settings.
- If an authentication unit (biometric type) has been installed, place your finger on the authentication unit (biometric type) to display the Basic screen. For details on performing authentication using the authentication unit (biometric type) and registering information, refer to the User's Guide [Copy Operations].

- If the authentication unit (IC card type) has been installed, place the IC card on the authentication unit (IC card type) to complete authentication and display the Basic screen. For details on performing authentication using the authentication unit (IC card type) and registering information, refer to the User's Guide [Copy Operations].
- If [User Name List] appears, the desired user name can be selected from the list. Touch [User Name List], touch the button for the desired user name to select it, and then touch [OK]. Continue with step 3.
- If "Public User Access" on the General Settings screen is set to "Allow", users with no access to a user name and password can touch [Public User Access] to use this machine.
- If external server authentication was selected as the user authentication method, [Server Name] appears. Touch [Server Name], and then select the desired server.

---

2 Using the control panel keypad or the keyboard that appears in the touch panel, type in the user name, and then touch [OK].

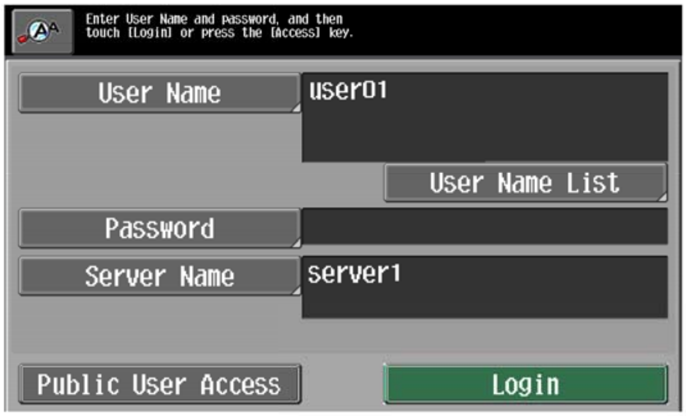


Use the keyboard or keypad to type in the user name.
Press [C] to erase the entered user name.

- Touch [Shift] to change the characters that are displayed.
- To change a character in the entered text, touch [←] and [→] to move the cursor to the character to be changed, touch [Delete], and then type in the desired letter or number.
- To clear all entered text, press the [C] (clear) key.
- To revert to the previously entered text, touch [Undo].

---

3 Touch [Password].



Enter User Name and password, and then touch [Login] or press the [Access] key.

User Name: user01

Server Name: server1

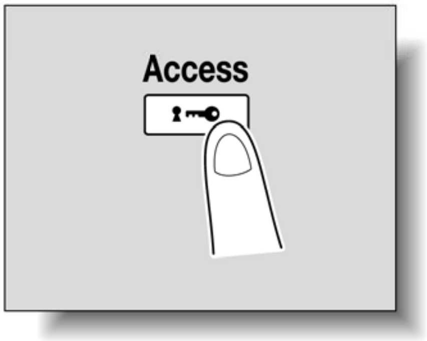
---

4 Using the control panel keypad or the keyboard that appears in the touch panel, type in the password, and then touch [OK].

- To return to the main screen without changing the settings, touch [Cancel].

---

5 Touch [Login] or press the [Access] key.



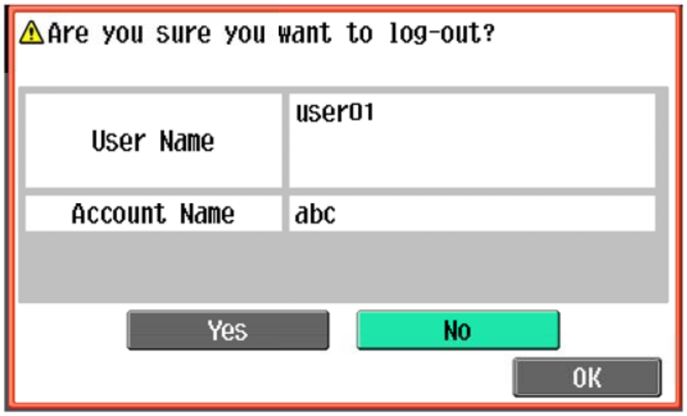
- If account track settings have been applied in Administrator mode, the account track screen appears. However, if "Synchronize User Authentication & Account Track" in Administrator mode has been set to "Synchronize", the account track screen does not appear if the users and accounts are synchronized.

The Basic screen appears.

---

6 When you are finished performing the desired operations, press the [Access] key.

A message appears, requesting confirmation to log off.



⚠Are you sure you want to log-out?

User Name	user01
Account Name	abc

---

7 Touch [Yes], and then touch [OK].

The main screen appears again.

Detail

It is possible to specify so that the logging-off confirmation screen does not appear. For details, refer to the User's Guide [Copy Operations].

4.1.2 When the screen to enter the account name and password appears

If the message "Enter Account Name and password, and then touch [Login] or press the [Access] key." appears, account track settings have been specified on this machine.

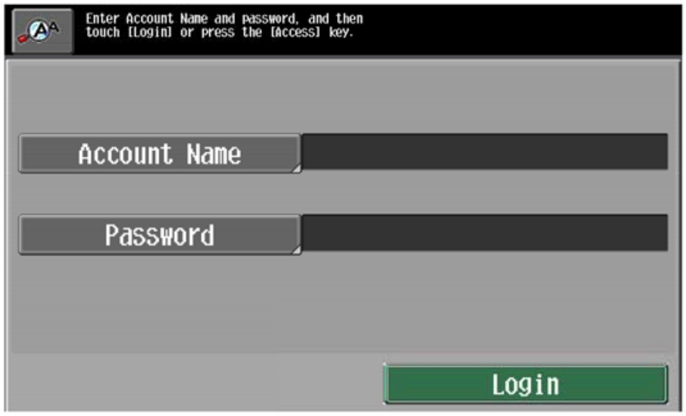
If account track settings have been applied, this machine can only be used by users who enter their account name and password. When the following screen appears, type in the account name and password.

For an account name and password, contact the machine's administrator.

Detail

The "Account Track Input Method" in the Administrator Settings is set to "Password Only", only "Password" is displayed in the authentication screen. The password can be directly entered in the authentication screen using the keypad. If the password consists of numerals only, touching [Login] or pressing the [Access] key allows logging on without displaying a keyboard screen. For details, refer to the User's Guide [Copy Operations].

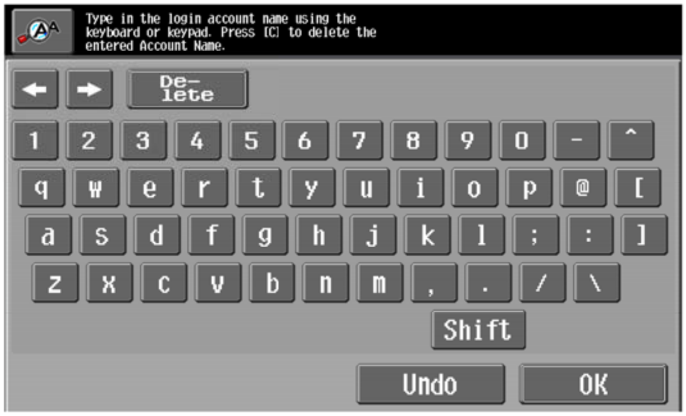
1 Touch [Account Name].


Enter Account Name and password, and then touch [Login] or press the [Access] key.

Account Name
Password
Login

- The screen that appears differs depending on the Authentication method settings in the Administrator Settings.

2 Using the control panel keypad or the keyboard that appears in the touch panel, type in the account name, and then touch [OK].

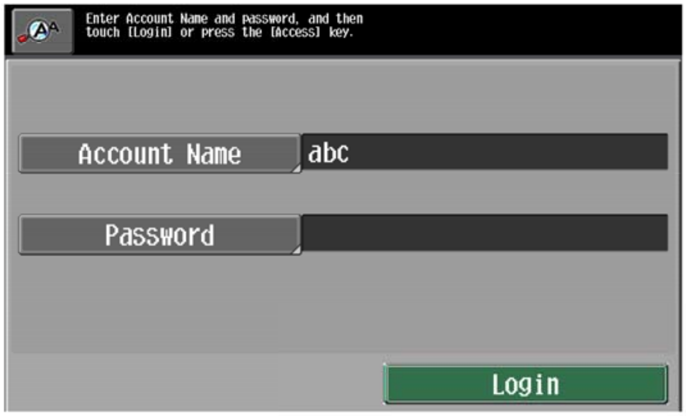

Type in the login account name using the keyboard or keypad. Press [C] to delete the entered Account Name.

←
→
Delete
1 2 3 4 5 6 7 8 9 0 - ^
q w e r t y u i o p @ [
a s d f g h j k l ; :]
z x c v b n m , . / \
Shift
Undo
OK

- Touch [Shift] to change the characters that are displayed.
- To change a character in the entered text, touch [←] and [→] to move the cursor to the character to be changed, touch [Delete], and then type in the desired letter or number.
- To clear all entered text, press the [C] (clear) key.
- To revert to the previously entered text, touch [Undo].

---

3 Touch [Password].



Enter Account Name and password, and then touch [Login] or press the [Access] key.

Account Name abc

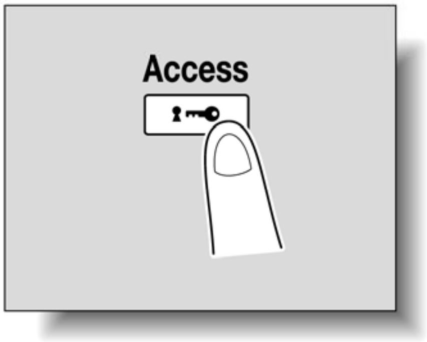
---

4 Using the control panel keypad or the keyboard that appears in the touch panel, type in the password, and then touch [OK].

- To return to the main screen without changing the settings, touch [Cancel].

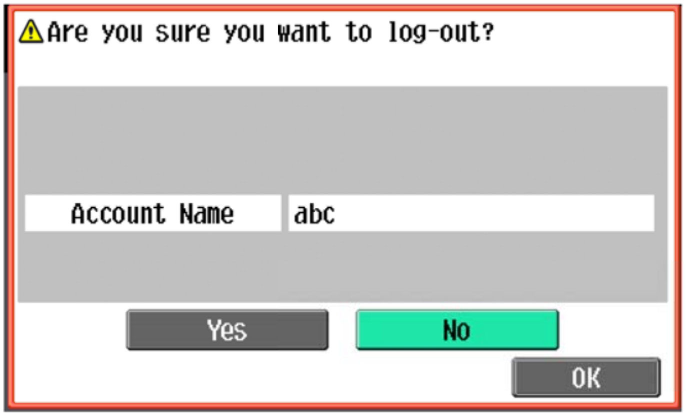
---

5 Touch [Login] or press the [Access] key.



The Basic screen appears.

6 When you are finished performing the desired operations, press the [Access] key.



⚠Are you sure you want to log-out?

Account Name abc

A message appears, requesting confirmation to log off.

7 Touch [Yes], and then touch [OK].

- The original screen appears again. The screen that appears differs depending on the Administrator mode settings that have been specified.

Detail

It is possible to specify so that the logging-off confirmation screen does not appear. For details, refer to the User's Guide [Copy Operations].

KONICA MINOLTA

http://konicaminolta.com

Copyright
2010 KONICA MINOLTA BUSINESS TECHNOLOGIES, INC.

2010. 4